User Guide
For
ÀKURA

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Admin Tasks

- Reference Module – This would provide functionality for an Administrator to add / edit / delete all master data related information of the system.
- School Module – This module will provide all features to track information regarding a school.
- Staff Module – The Staff module provides an Administrator with the option to add / edit / delete information related to its Academic and Non-Academic Staff.
- Student Module – This module will provide an Administrator the option to add / edit / delete all Student related information in the system
- Reporting Module – The Reporting module provides an Administrator with the facility to generate various statistical and analytical reports related to Students and Staff.
- Attendance Module – The attendance module provides as administrator with the facility to enter manual attendance related to Students and Staff.

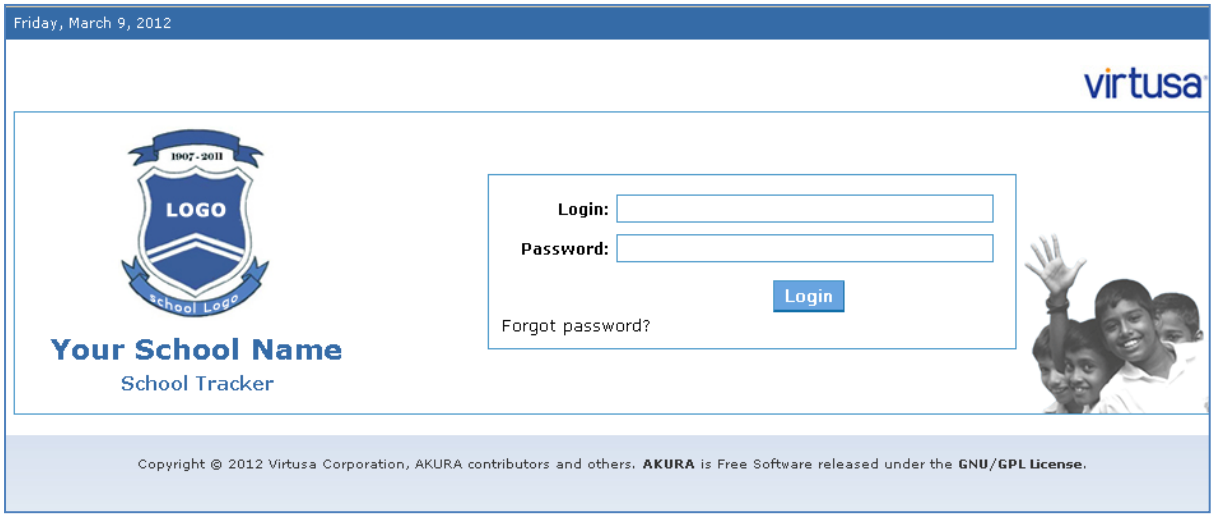
Add Master Data to the System

- Super Admin User can add new system users to the system.
  (Refer section 2.1 for more details)
- The new system user details will send to the user's mailbox via the email.

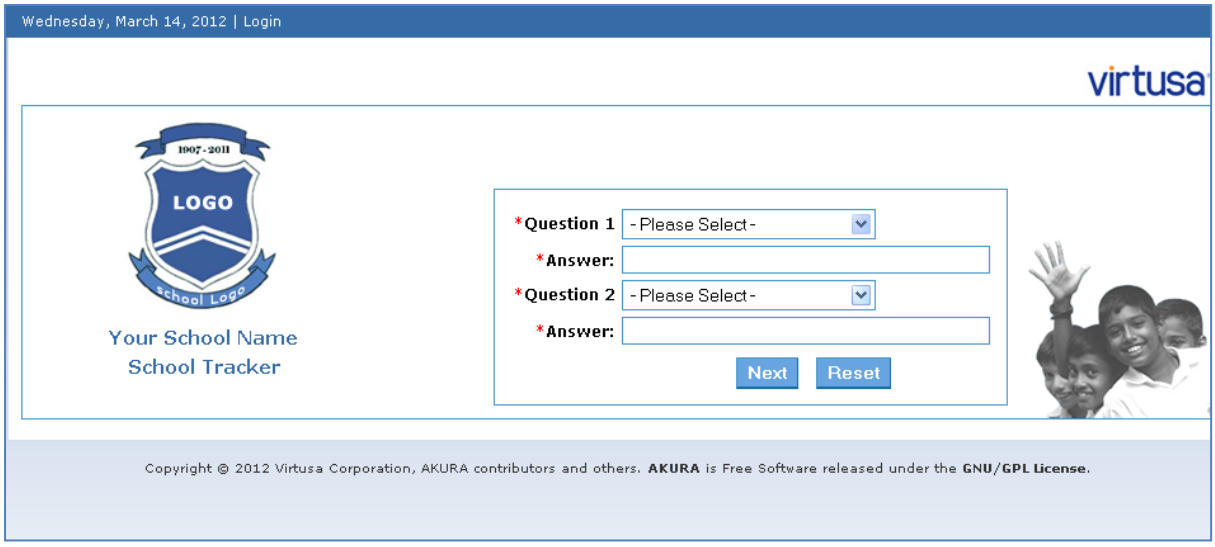
1 Login

1.1 User Login

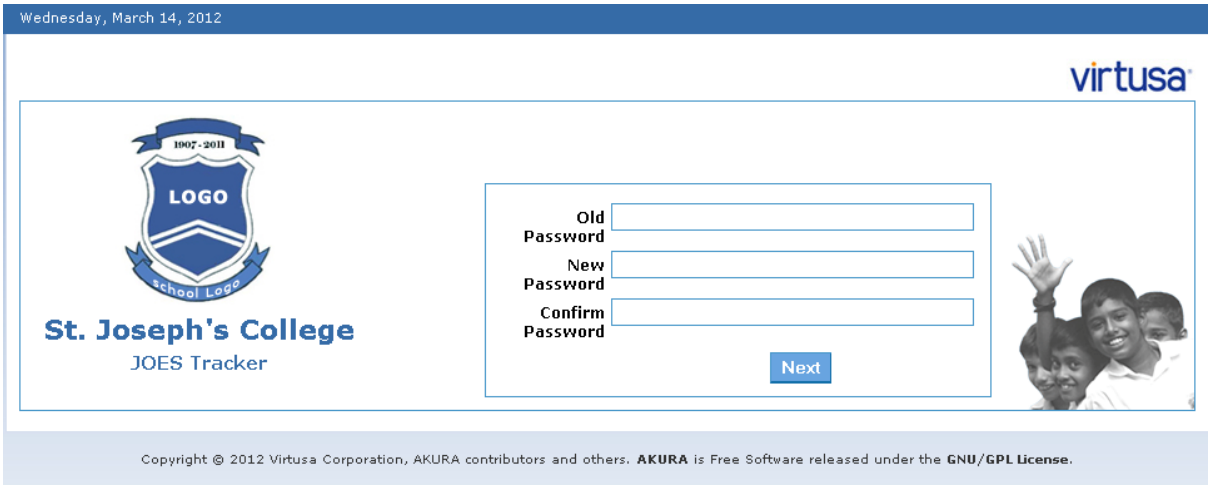
- The user can login to the system by providing Login and password (User name and Password as mention in the email).



- Navigate to the security question details page
- Fill the required fields and click on next button

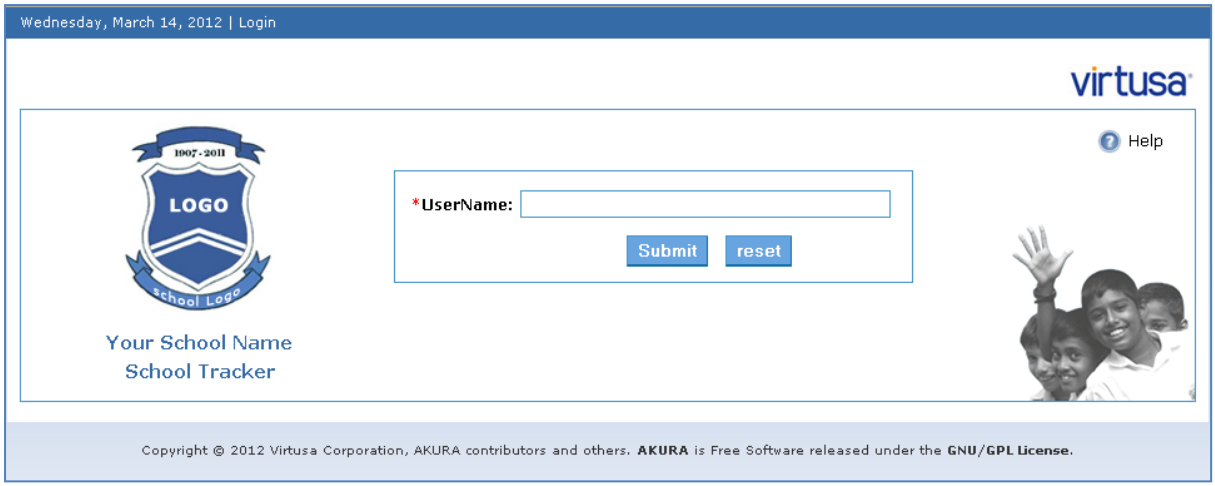


- Navigate to the Change Password page
- Enter following details and click on next button
  - Old password
  - New password
  - Confirm password
- User navigate to the AKURA home page



1.2 Forgot Password

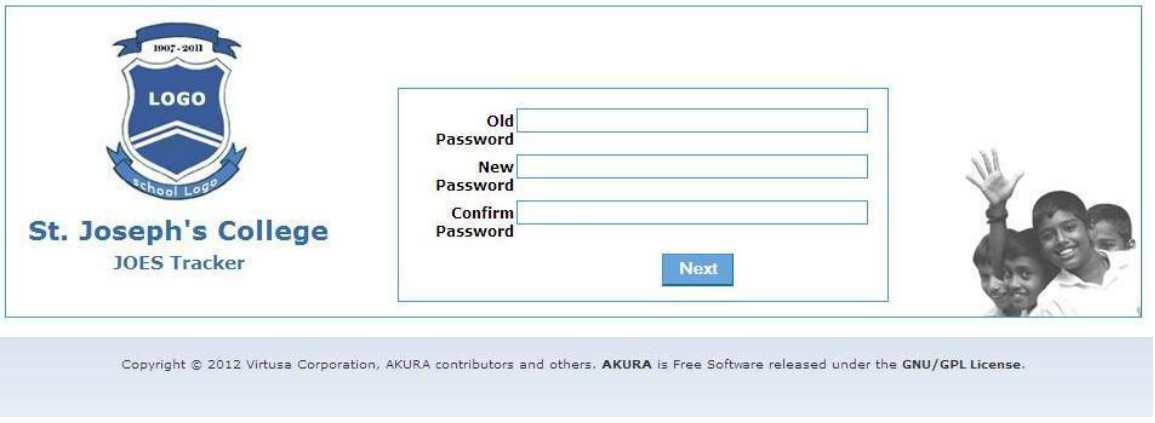
- User navigate to the Forgot password page by click on the forgot password link in the login page
- Provide the username and click on submit button



- Navigate to the security question details page
- Fill the required fields and click on next button
- Navigate to the Change Password page
- Enter following details and click on next button
  - Old password
  - New password
  - Confirm password
- User navigate to the AKURA home page

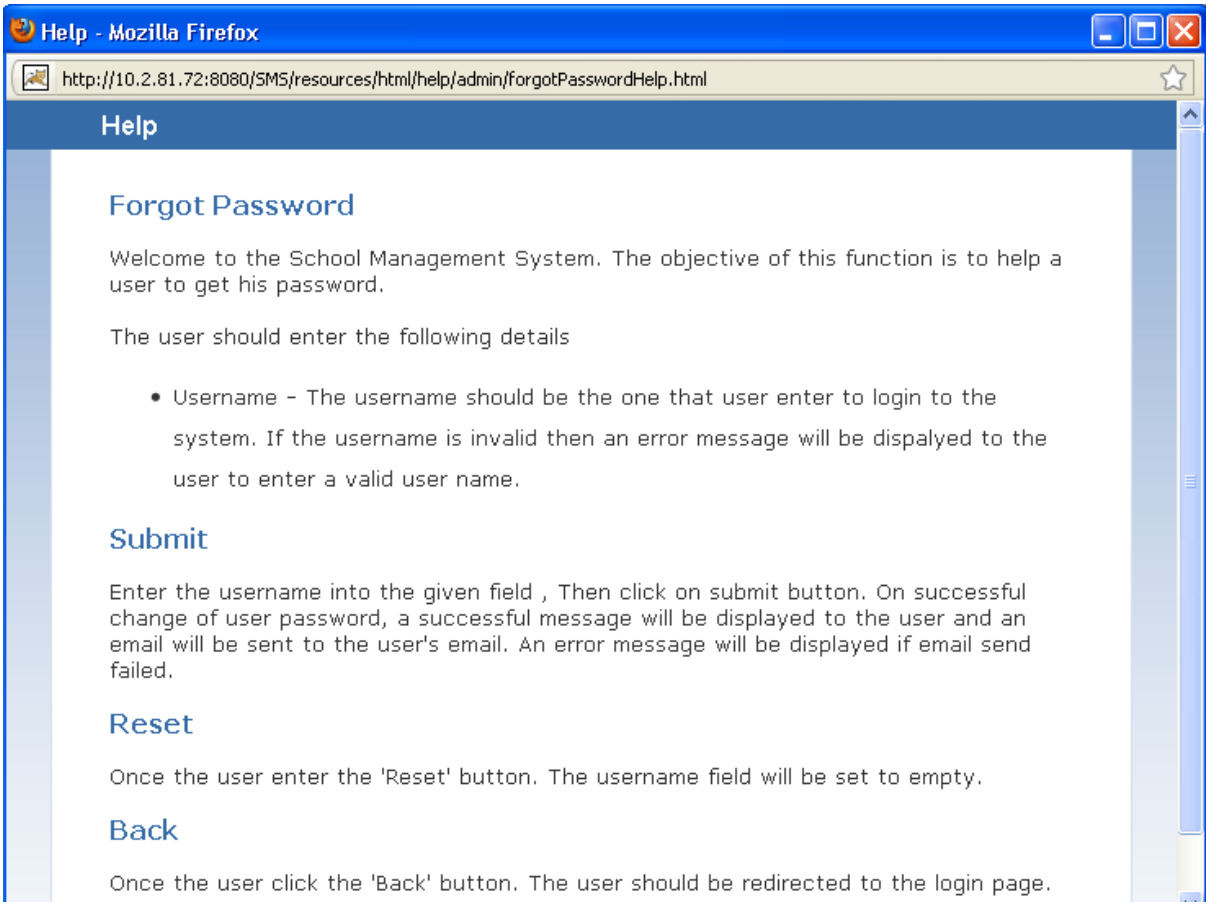
1.3 Change Password

User will be redirect to the change password screen when user has a system generated password. User will have System generated password when create a new user, forget password process and reset password process.
If user do not have security questions user will redirect to the `Manage Security Questions` page.
User needs to enter **old password, new password, and confirm new password** text fields which all are mandatory and there will be button named **Submit**.
Once user completes the change password it will be redirected to the home logged in page according to the user role. There will be email notification to the user saying that email has been changed.



1.4 Help

User can follow the guidelines which is in the help page for more details


Help - Mozilla Firefox
http://10.2.81.72:8080/SMS/resources/html/help/admin/forgotPasswordHelp.html
Help
Forgot Password
Welcome to the School Management System. The objective of this function is to help a user to get his password.
The user should enter the following details
Username - The username should be the one that user enter to login to the system. If the username is invalid then an error message will be dispalyed to the user to enter a valid user name.
Submit
Enter the username into the given field , Then click on submit button. On successful change of user password, a successful message will be displayed to the user and an email will be sent to the user's email. An error message will be displayed if email send failed.
Reset
Once the user enter the 'Reset' button. The username field will be set to empty.
Back
Once the user click the 'Back' button. The user should be redirected to the login page.

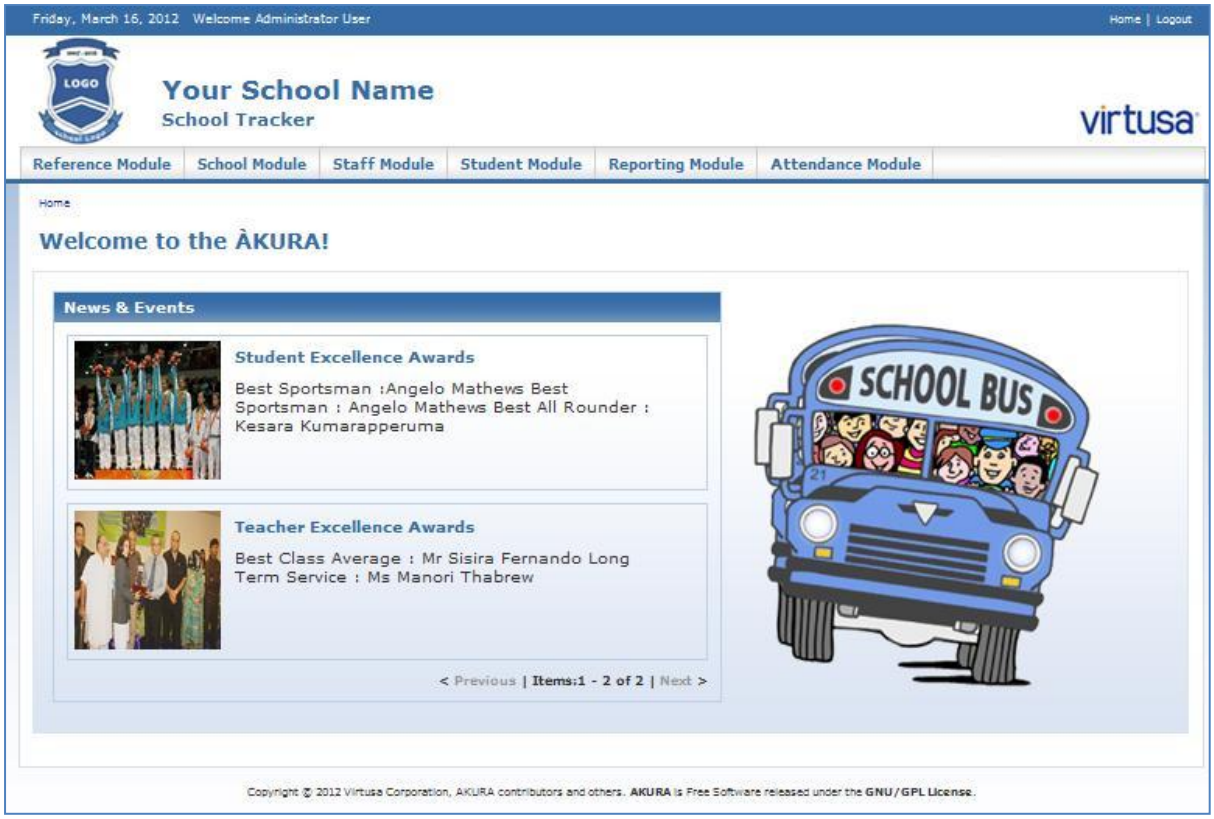
2 Home

The Home page contains with navigation points to the following main modules of the system and News & Events section

- Reference Module
- School Module
- Staff Module
- Student Module
- Reporting Module
- Attendance module

News & Events section

The news and events entered in the Manage News and Events section in the reference module will be displayed in the news & events section in the home page. Maximum active three news & events will be displayed at a time and if there are more active news and events available the paginations will be appread in the screen. The latest news and events will be displayed on the top.


Friday, March 16, 2012 Welcome Administrator User
Home | Logout
Your School Name
School Tracker
virtusa
Reference Module
School Module
Staff Module
Student Module
Reporting Module
Attendance Module
Home
Welcome to the ÀKURA!
News & Events
Student Excellence Awards
Best Sportsman :Angelo Mathews Best Sportsman : Angelo Mathews Best All Rounder : Kesara Kumarapperuma
Teacher Excellence Awards
Best Class Average : Mr Sisira Fernando Long Term Service : Ms Manori Thabrew
< Previous | Items:1 - 2 of 2 | Next >
SCHOOL BUS
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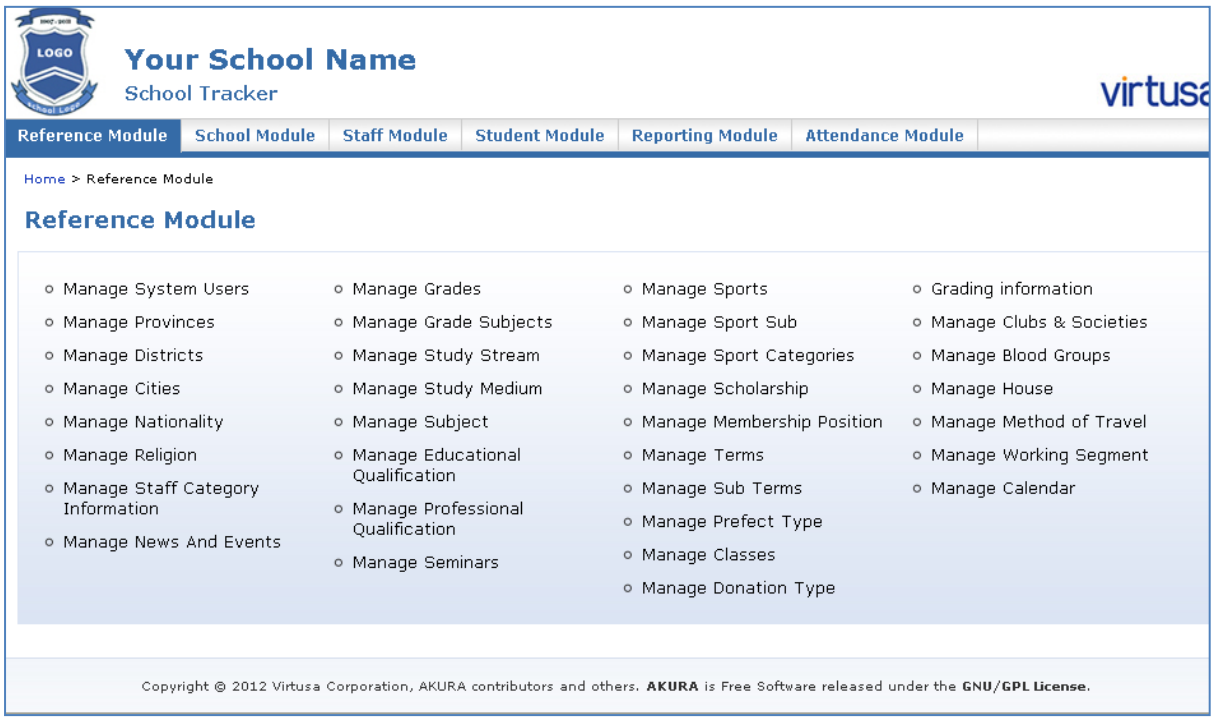
3 Reference Module

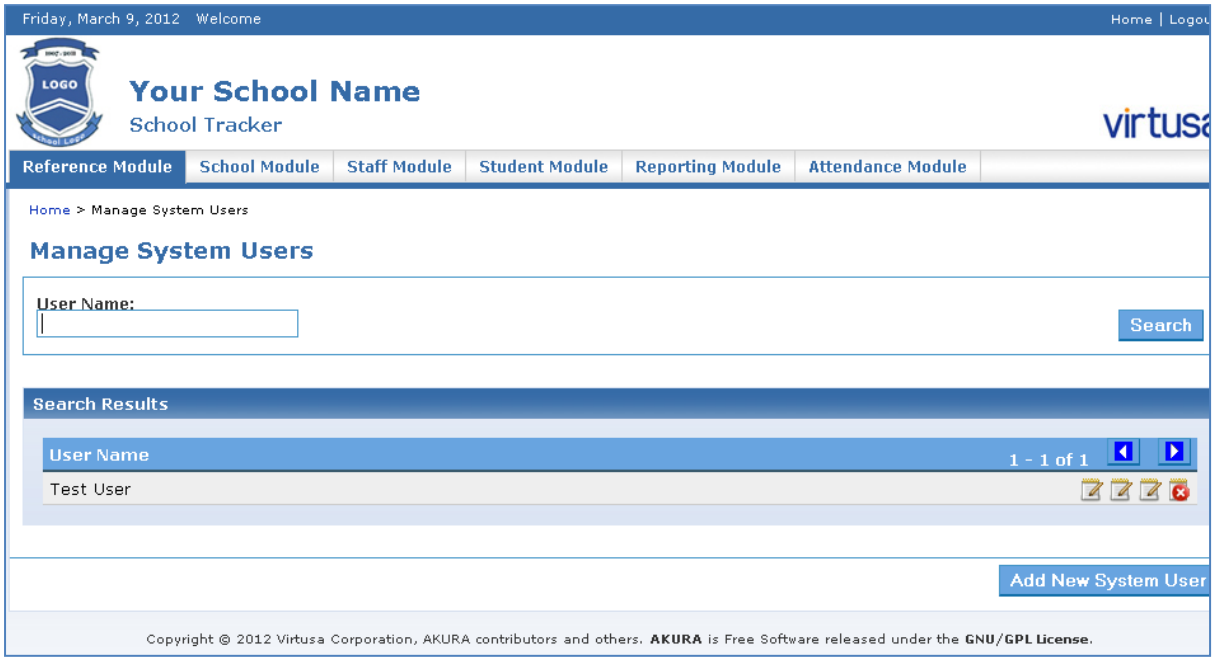
The reference module contains the master data of the School. Only Reference module can access for the admin user.



The functions provided under this module are as follows:

3.1 Manage System User

The purpose of this section is to provide following functionalities related to the System users.



Search User

Admin User can search system users by user name. User can enter full user name or part of user name.

Unlock User

This provide admin user to unlock any user. If any user has been locked then only Unlock button is enabled. Otherwise it will be disabled.

Enable / Disable User

Admin user can enable or disable user at anytime with no conditions.

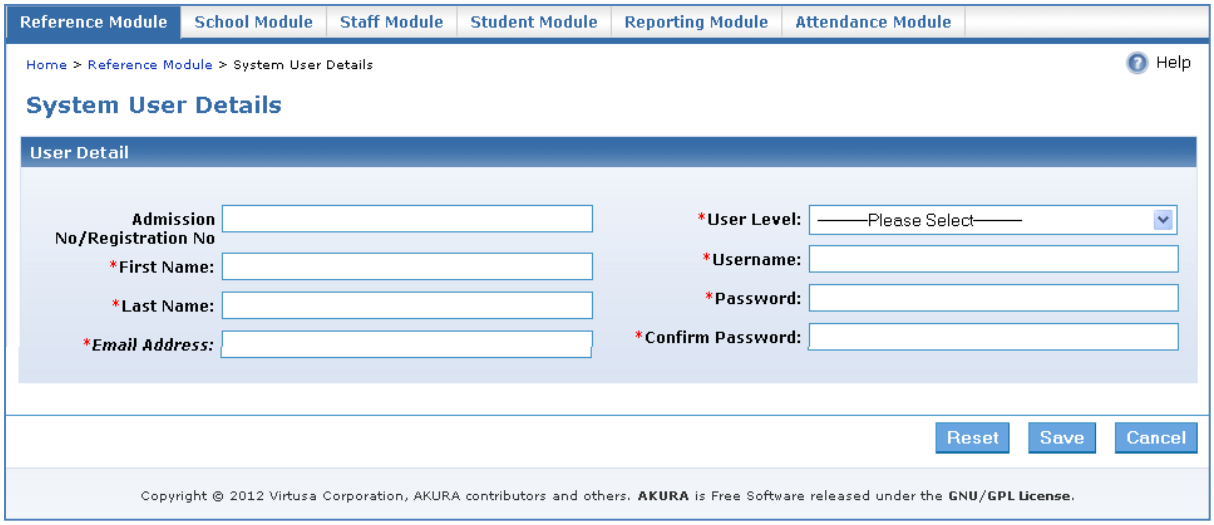
Delete User

Admin user can delete user at anytime with no conditions.

Add New System User

By click on the Add New System User button**,** admin user redirect to the System User Details page .Users can be created based on the user level.

Admission No/Registration No - Admission Number should be filled when create a user with student role. Registration Number should be filled when create a user with teacher role. It is **not** necessary to filled when create an **administrator** user.



Reset Password

Admin user can reset the password of any user at anytime with no conditions.

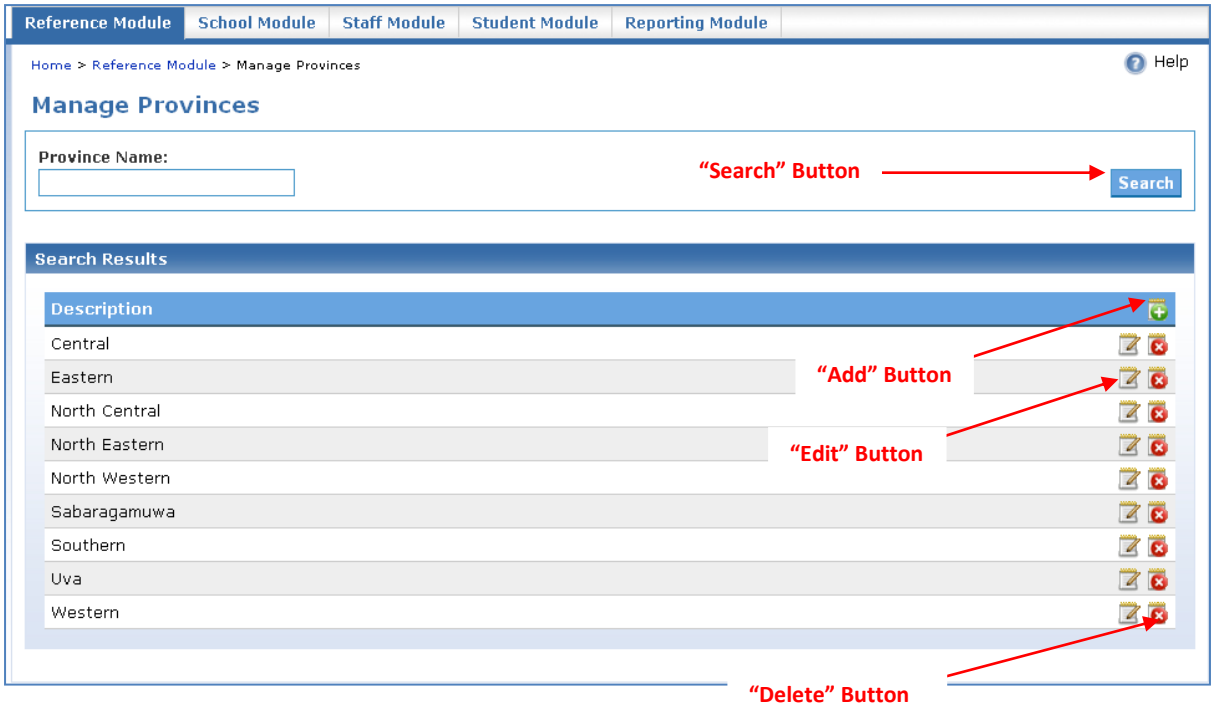
When user click the “Reset “button user should be navigated to the “System User Details” page.

It should be loaded the users data in read only format.

It is only enable the “Password” field and the “Conform password” field.

3.2 Manage Provinces

The purpose of this section is to provide functionality to handle all province related information in the system. The storage of province related information is important to identify the located province of the school.

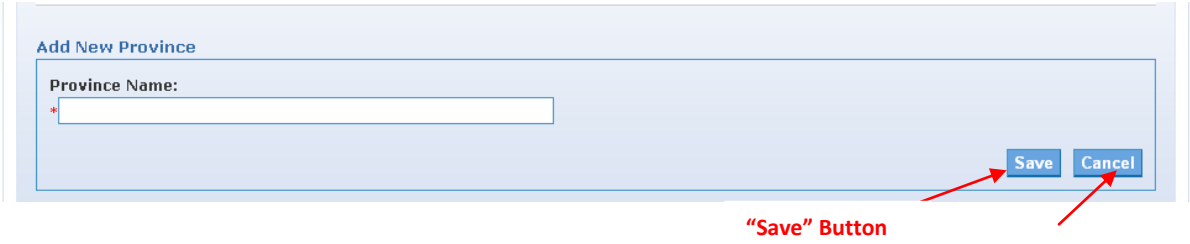


Provide following functionalities related to the Province module area.

3.2.1 Search Province

- Enter a full name or partial name of a province.
- Click on "Search" button.

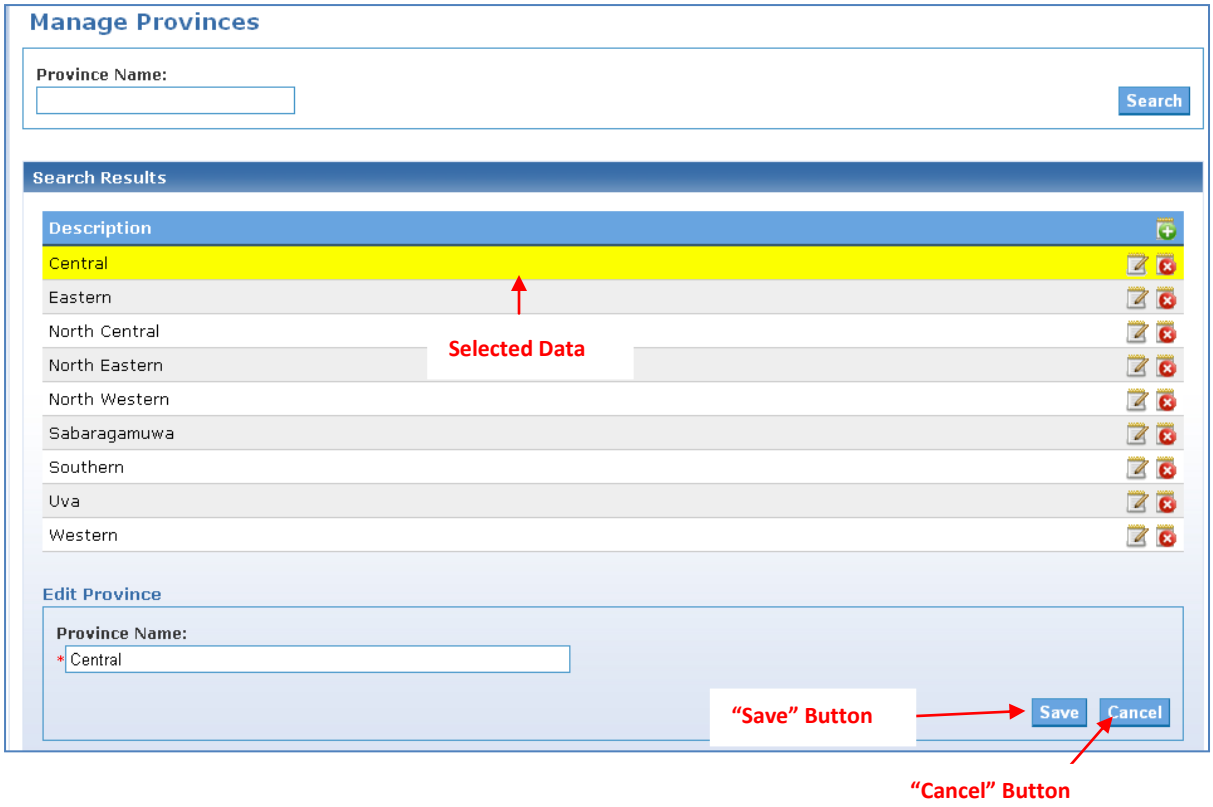
3.2.2 Add New Province



- Click on "Add New Province" Button.
- Fill the required Fields.
- Click on "Save" Button.

If user wants cancel the process. Click "Cancel" button. Then user re-directed to the province details page.

3.2.3 Edit Province



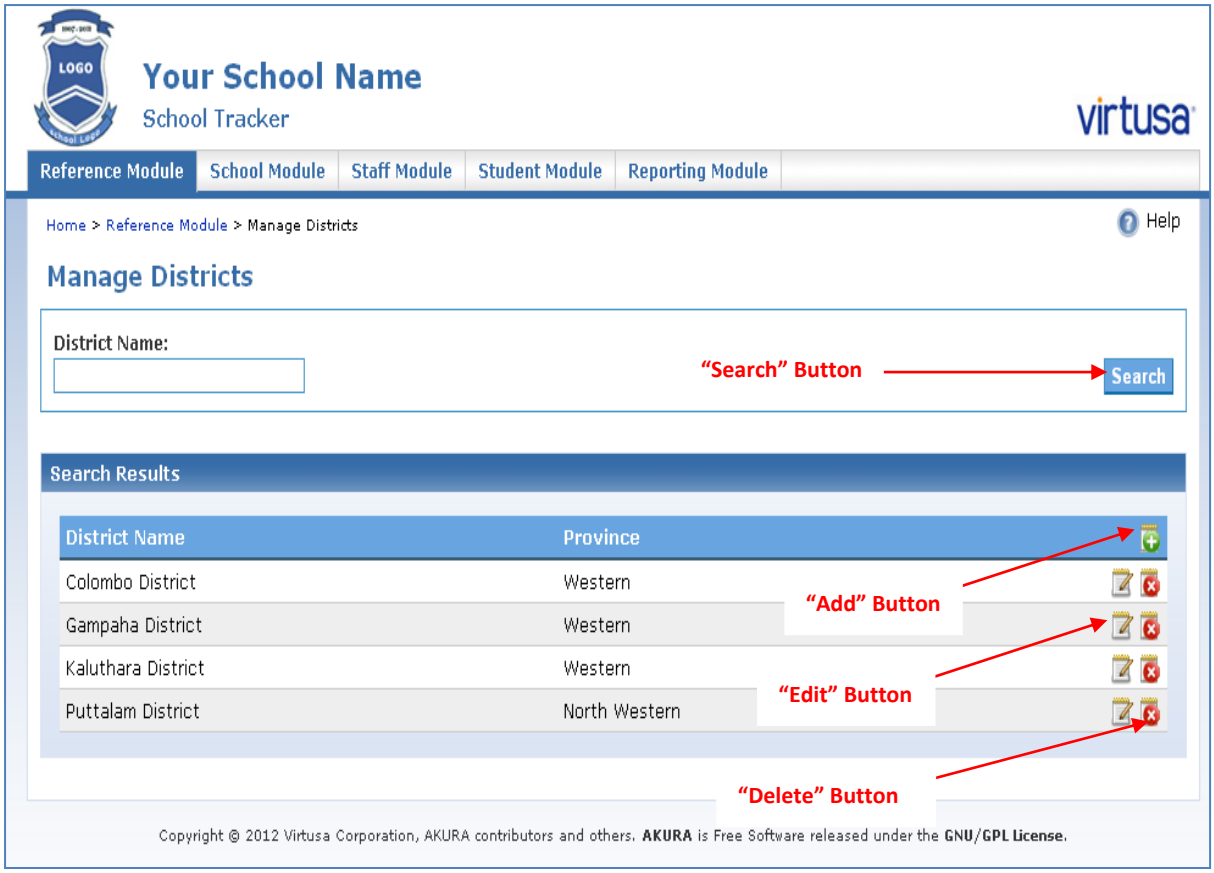
- Click on the "Edit". It displays the details of the selected row which is highlighted in yellow color.
- Click on "Save" button.
- If user wants cancel the process. Click "Cancel" button. Then user re-directed to the province details page.

3.2.4 Delete Province

- Click on the "Delete" button. It is show a "Are you sure you want to delete this record?" popup message with "Ok" and "Cancel" Buttons. If user clicks on the "Ok" Button, it deleted the selected row which is highlighted in yellow color. If user clicks on "Cancel" Button it cancels the delete process.

3.3 Manage District

The purpose of this section is to provide functionality to include district related information in the system.

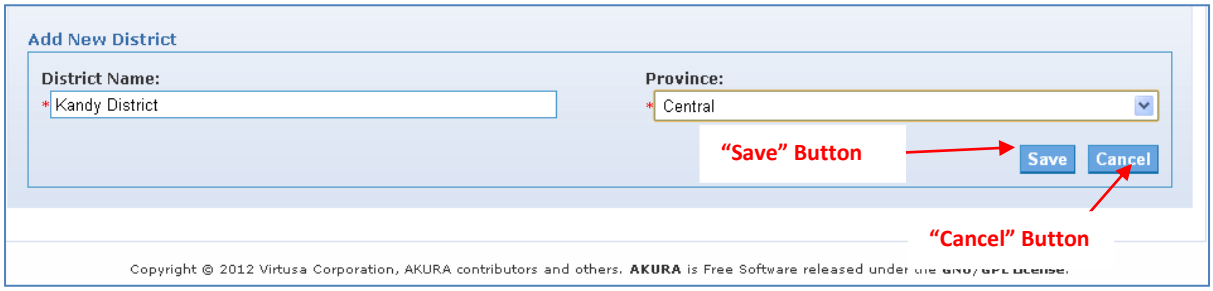


Provide following functionalities related to the District module area.

3.3.1 Search District

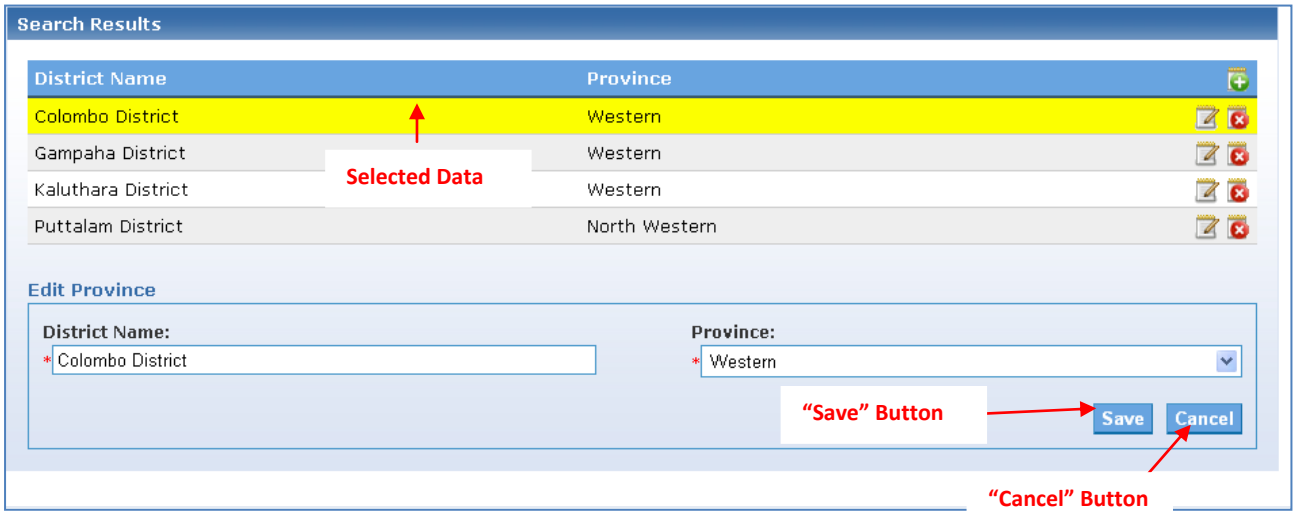
- Enter a full name or partial name of a district.
- Click on "Search" button.

3.3.2 Add New District



- Click on the "Add New District" button.
- Fill the district name.
- Select a province from the drop down list.
- Click on "Save" button.
- If user cancels the process, system re-directs to the Manage districts page.

3.3.3 Edit District



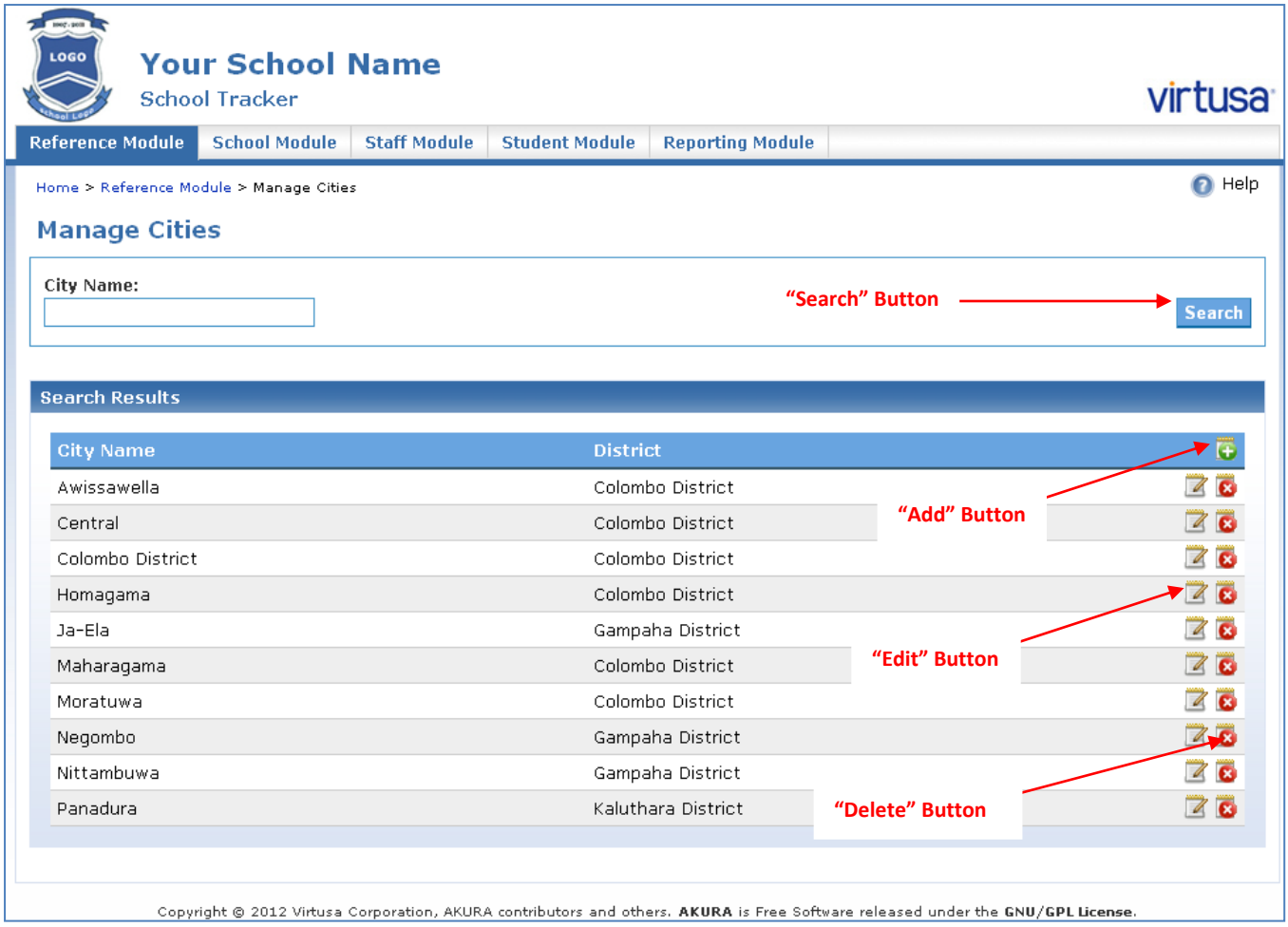
- Click on the "Edit district" button.
- Click on "Save" button to save the changes done to the record.
- If user wants cancel the process. Click "Cancel" button. Then user re-directed to the Manage District page

3.3.4 Delete District

- Click on the "Delete" button. It is show a "Are you sure you want to delete this record?" popup message with "Ok" and "Cancel" Buttons. If user clicks on the "Ok" Button, it deleted the selected row which is highlighted in yellow color. If user clicks on "Cancel" Button it cancels the delete process.

3.4 Manage City

The purpose of this section is to provide functionality to handle all city related information in the system. The storage of province and district related information is important to identify the located City of the school.

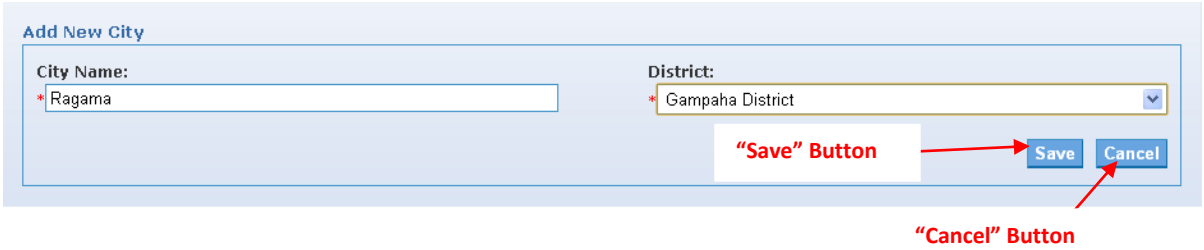


Provide following functionalities related to the City module area.

3.4.1 Search city

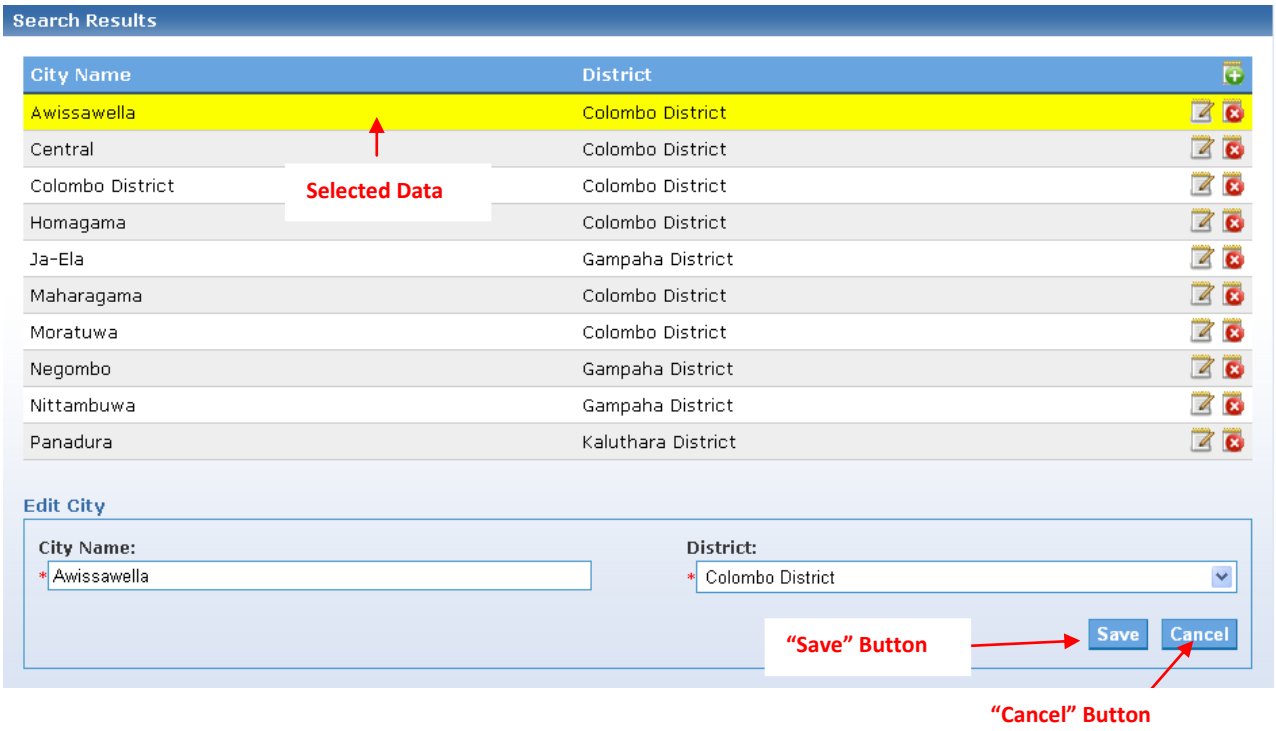
- Enter a full name or partial name of a city.
- Click on "Search" button.

3.4.2 Add New city



- Click on the "Add New City" button.
- Fill the City Name.
- Select a district from the drop down list.
- Click on "Save" button.
- If user wants cancel the process. Then user re-directed the City details page.

3.4.3 Edit city



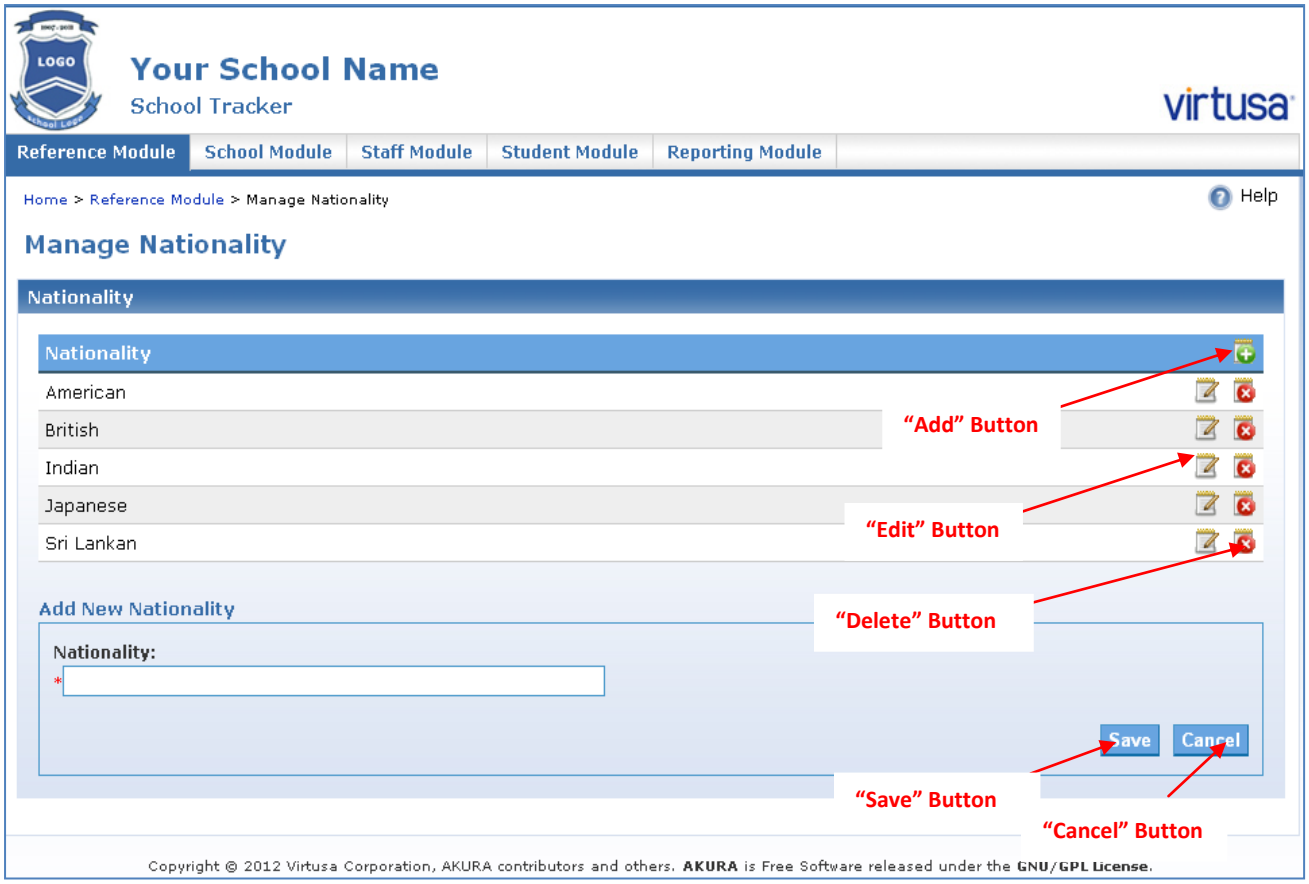
- Click on the "Edit City" button.
- Edit the data.
- Click on "Save" button.
- If user wants cancel the process. Click "Cancel" button. Then user re-directed to the City details page

3.4.4 Delete City

- Click on the "Delete" button. It is show a "Are you sure you want to delete this record?" popup message with "Ok" and "Cancel" Buttons. If user clicks on the "Ok" Button, it deleted the selected row which is highlighted in yellow color. If user clicks on "Cancel" Button it is cancel the delete process.

3.5 Manage Nationality

The purpose of this section is to provide functionality to handle all Nationality related information in the system. The storage of Nationality related information is important to identify the Nationality of the student.

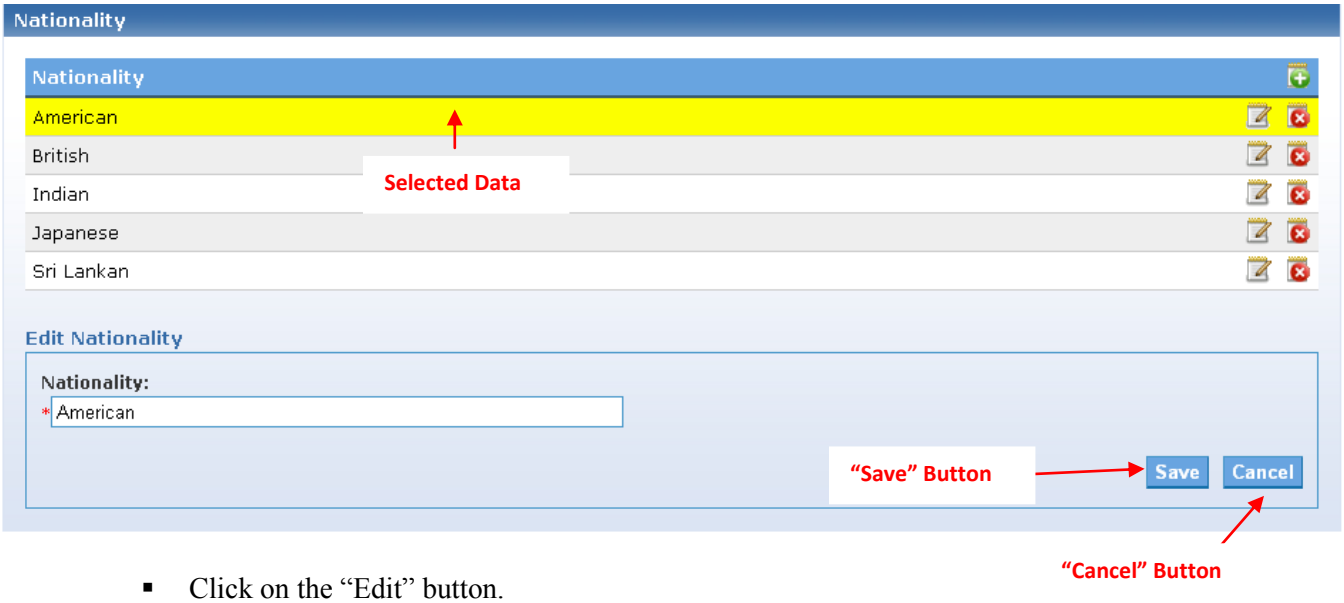


Provide following functionalities related to the Nationality module area.

3.5.1 Add New Nationality

- Click on the "Add" button.
- Fill the "Nationality".
- Click on "Save" button.
- If user cancel the process. System re-directs the Nationality details page.

3.5.2 Edit Nationality



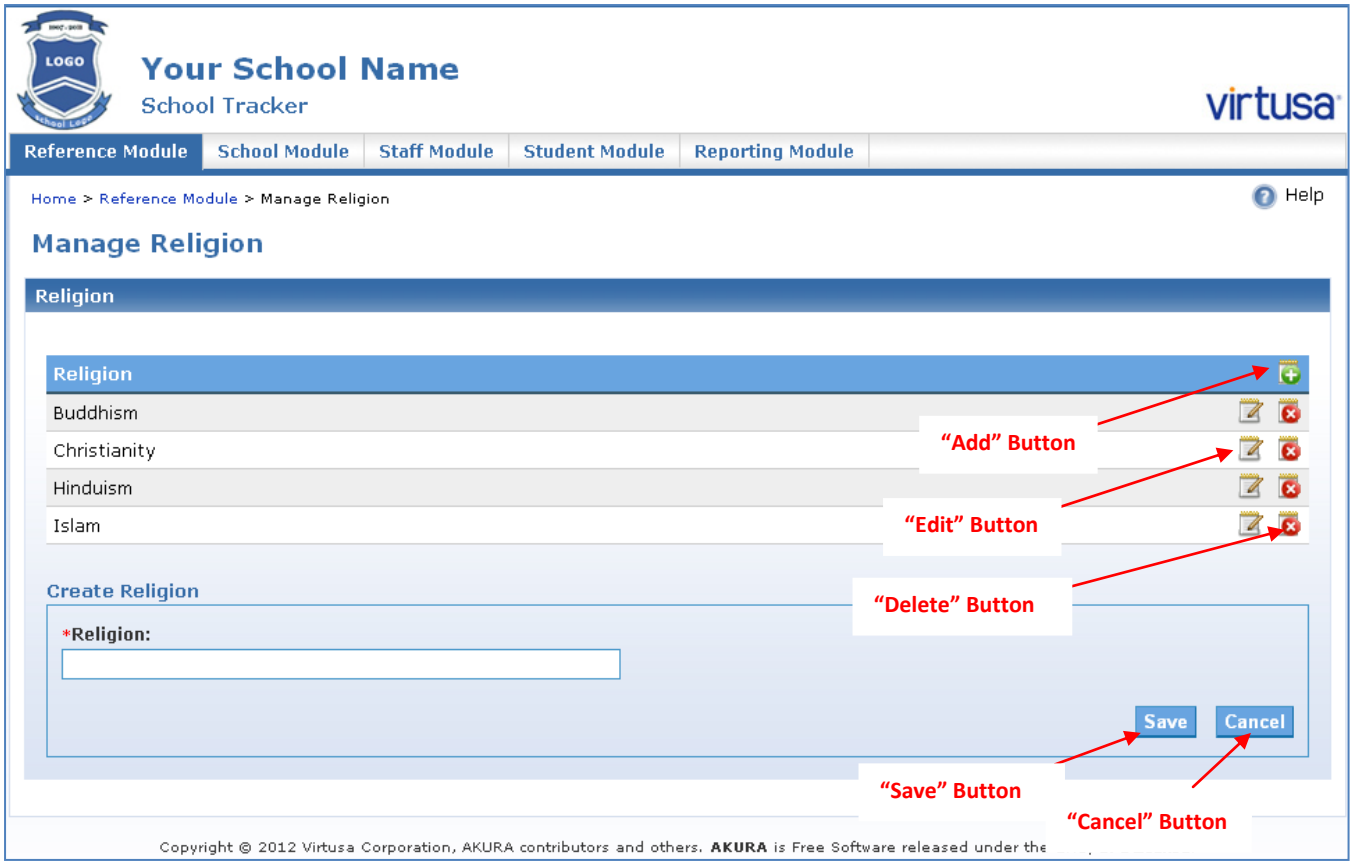
- Click on the "Edit" button.
- Edit the data set.
- Click on "Save" button.
- If user wants cancel the process. Click "Cancel" button. Then user re-directed to the Nationality details page

3.5.3 Delete Nationality

- Click on the "Delete" button. It is show a "Are you sure you want to delete this record?" popup message with "Ok" and "Cancel" Buttons. If user clicks on the "Ok" Button, it deleted the selected row which is highlighted in yellow color. If user clicks on "Cancel" Button it is cancel the delete process.

3.6 Manage Religion

The purpose of this section is to provide functionality to handle all religion related information in the system. The storage of religion related information is important to identify the religion of the student.

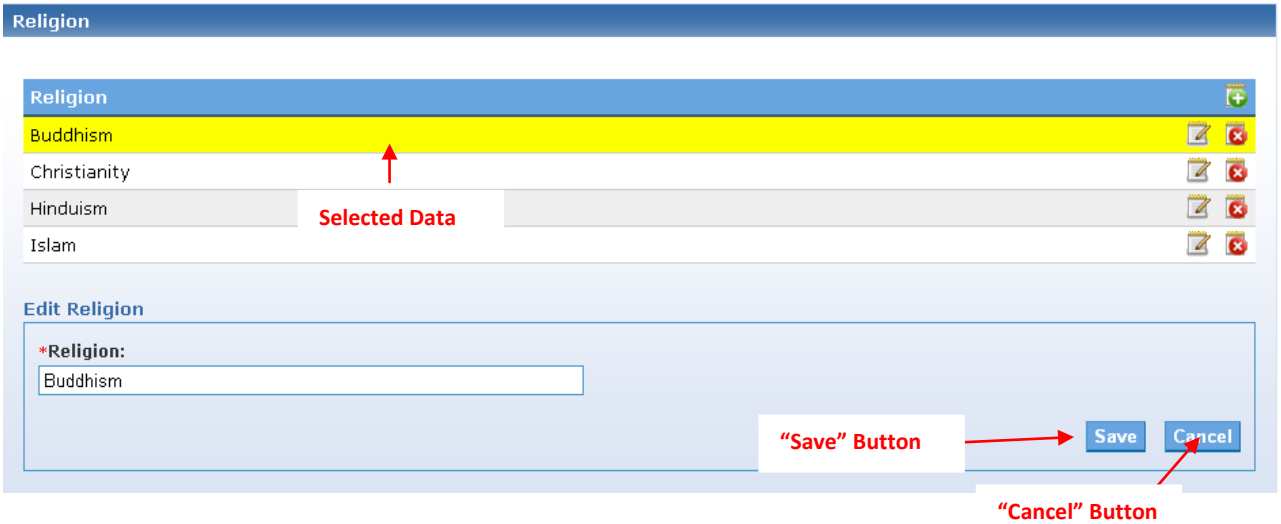


Provide following functionalities related to the Religion module area.

3.6.1 Add new Religion

- Click on the "Add New Religion" button.
- Fill the religion name.
- Click on "Save" button to add the religion.
- If user wants cancel the process. Then user re-directed the Religion details page.

3.6.2 Edit Religion



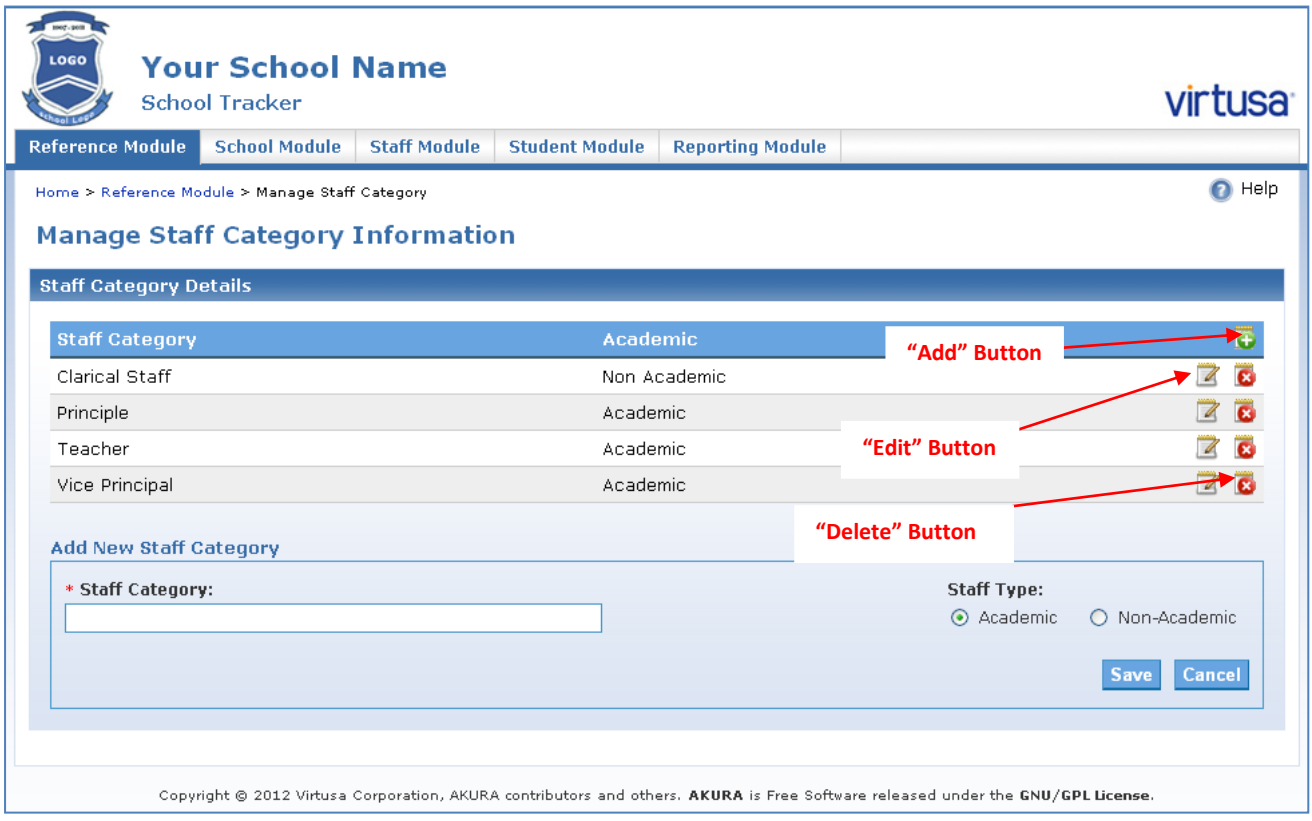
- Click on the edit religion button.
- Edit the Religion.
- Click on “Save” button.
- If user wants cancel the process. Click “Cancel” button. Then user re-directed to the Religion details page.

3.6.3 Delete Religion

- Click on the “Delete” button. It is show a "Are you sure you want to delete this record?" popup message with “Ok” and “Cancel” Buttons. If user clicks on the “Ok” Button, it deleted the selected row which is highlighted in yellow color. If user clicks on “Cancel” Button it is cancel the delete process.

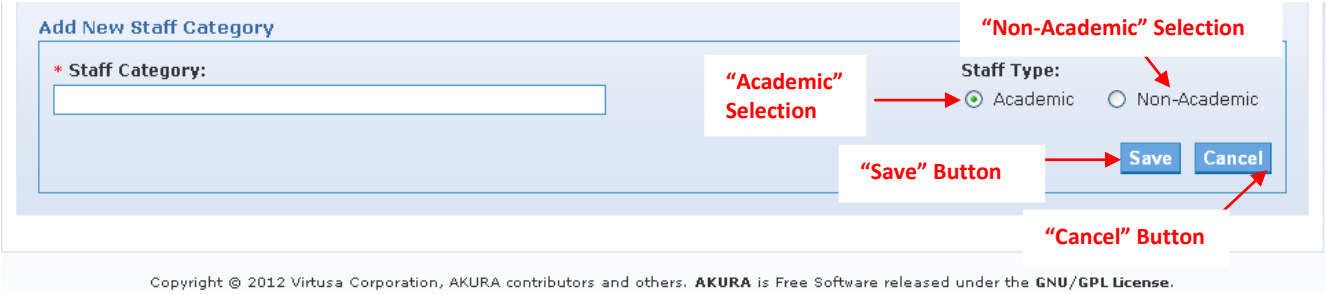
3.7 Manage Staff Category Information

The purpose of this section is to provide functionality to include Staff Category related information in the system.



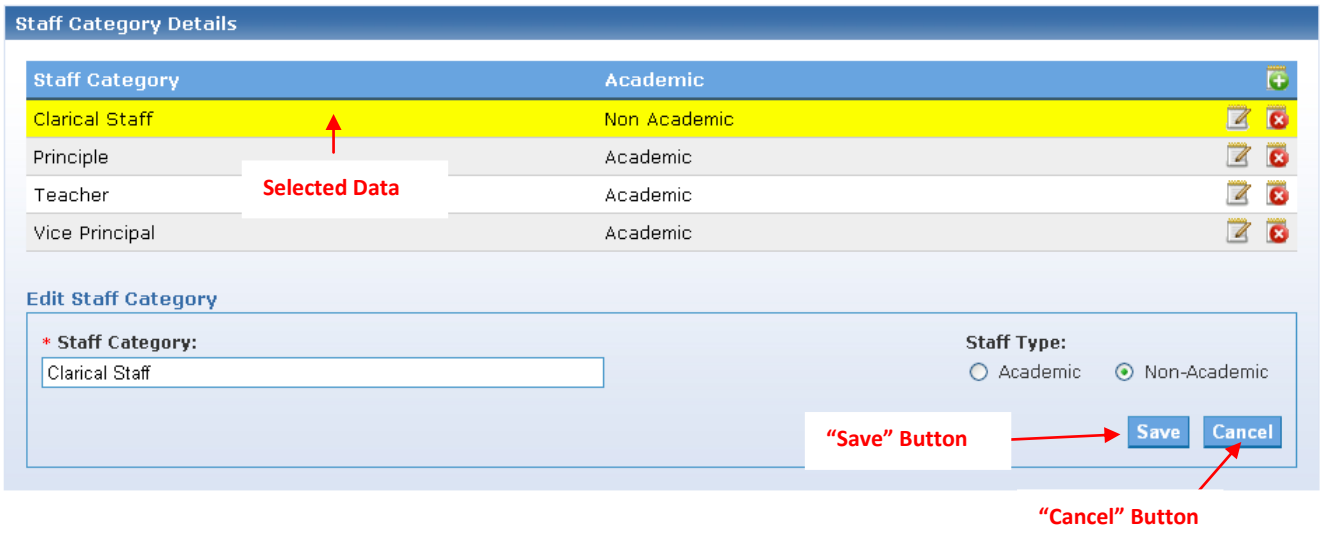
Provide following functionalities related to the Manage Staff Category information module area.

3.7.1 Add New Staff Category



- Click on the "Add new Staff Category" button.
- Fill the Staff Category name.
- Select a Staff Type. If staff Category is a Non-Academic type, user should be select the Staff Type as "Non-Academic" staff.
- Click on "Save" button.
- If user cancel the process. System re-directs the Staff Category details page.

3.7.2 Edit Staff Category



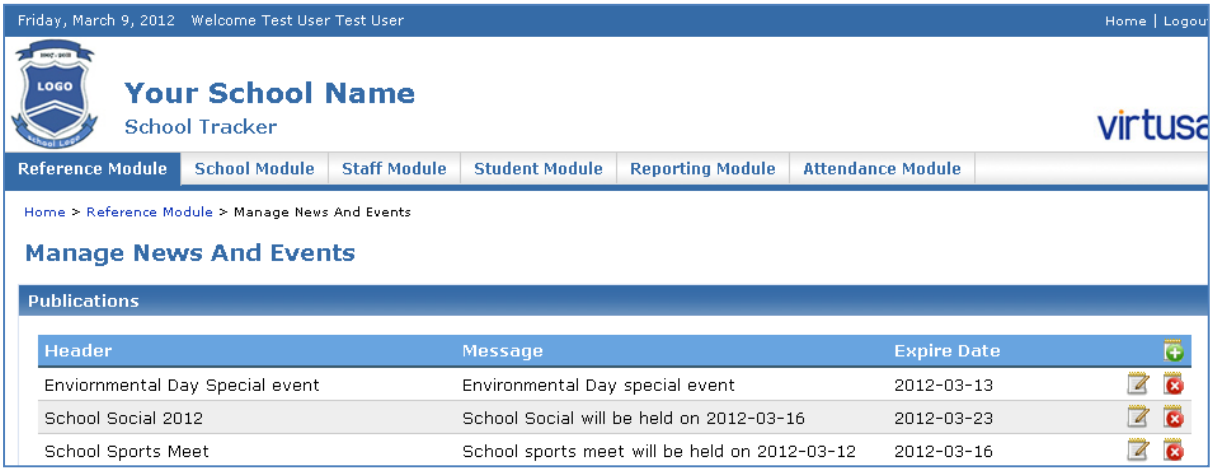
- Click on the "Edit" button.
- Edit the data set.
- Click on "Save" button.
- If user cancel the process. System re-directed to the Manage Staff Category Information page.

3.7.3 Delete Staff Category

- Click on the "Delete" button. It is show a "Are you sure you want to delete this record?" popup message with "Ok" and "Cancel" Buttons. If user clicks on the "Ok" Button, it deleted the selected row which is highlighted in yellow color. If user clicks on "Cancel" Button it is cancel the delete process.

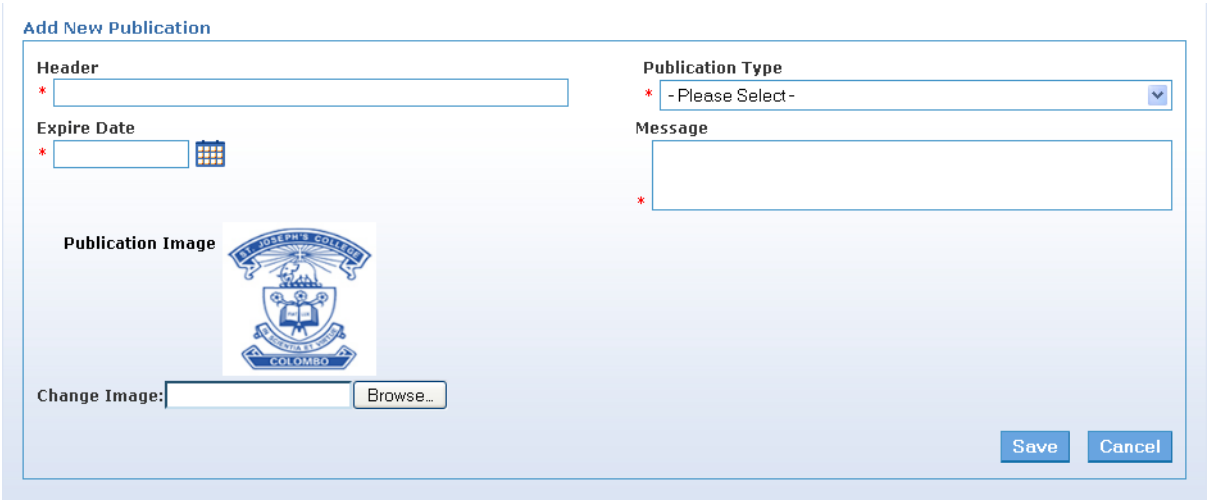
3.8 Manage News And Events

The purpose of this section is to provide functionality to include news and event related information in the system.



Provide following functionalities related to the Manage News and Events module area.

2.8.1 Add New Publication



- Click on the “Add new Publication” button.
- Fill the required information.
- Browse the image and system will display in the publication image section
- Click on “Save” button.
- If user cancels the process, system re-directs to the Manage New and Events page.

2.8.2 Edit Publication

- Click “Edit Publication” button
- Edit required information
- Click on the save button
- If user cancels the process, system re-directs to the Manage New And Events page.

3.8.1 Delete Staff Category

- Click on the “Delete” button. It is show a "Are you sure you want to delete this record?" popup message with “Ok” and “Cancel” Buttons. If user clicks on the “Ok”

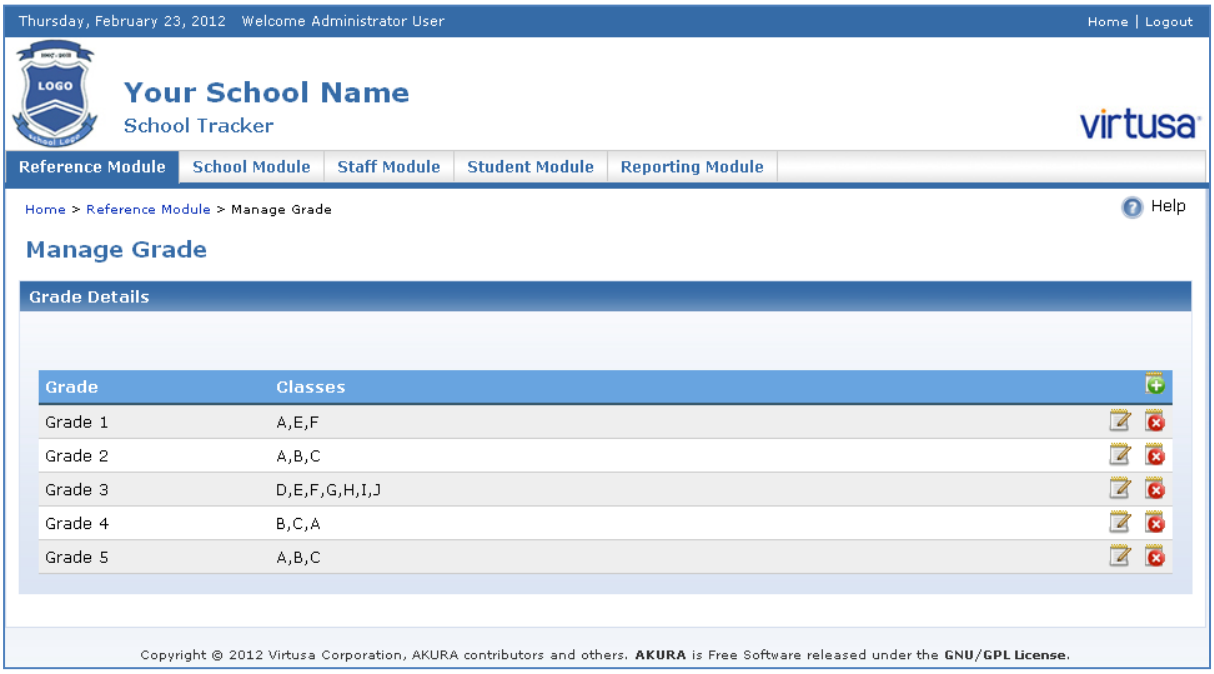
Button, it deleted the selected row which is highlighted in yellow color. If user clicks on “Cancel” Button it is cancel the delete process.

3.8.3 News and Events in the Home page

The available news and events shown in the home page News & Events section

3.9 Manage Grade

The purpose of this section is to provide functionality to include grade related information in the system.



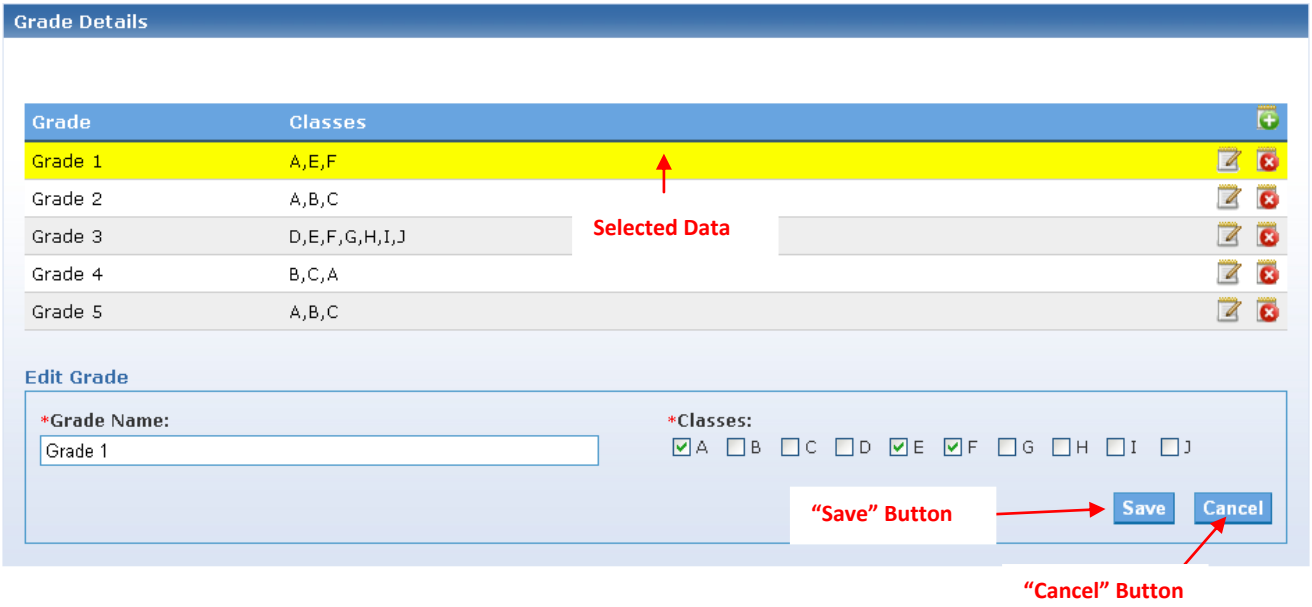
Provide following functionalities related to the Manage Grade module are:

3.9.1 Add New Grade

Add New Grade
*Grade Name:
Grade 6
*Classes:
A B C D E F G H I J
“Save” Button
Save
Cancel
“Cancel” Button
Copyright © 2012 Virtusa Corporation, AKURA contributors and others. AKURA is Free Software released under the GNU/GPL License.

- Click on the “Add new Grade” button. Then enter the Grade name.
- Tick classes from the check boxes.
- Click on “Save” button to add the Grade.
- If user cancels the process, system re-directs the Manage Grade details page.

3.9.2 Edit Grade



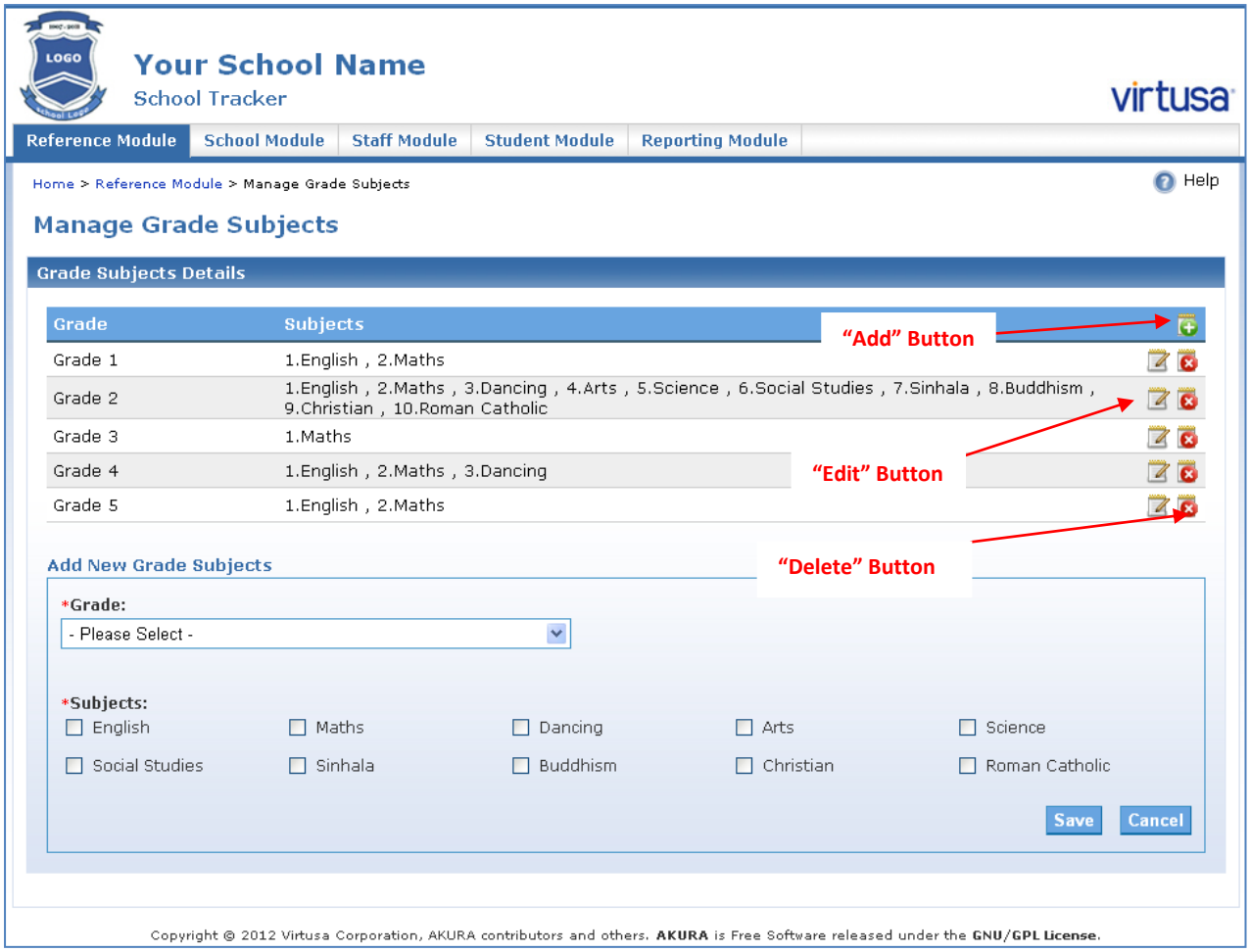
- Click on the "Edit" button.
- Edit the data set.
- Click on "Save" button.
- If user cancels the process system re-directs to the Manage Grade page.

3.9.3 Delete Grade

- Click on the "Delete" button. It is show a "Are you sure you want to delete this record?" popup message with "Ok" and "Cancel" Buttons. If user clicks on the "Ok" Button, it deleted the selected row which is highlighted in yellow color. If user clicks on "Cancel" Button it is cancel the delete process.'

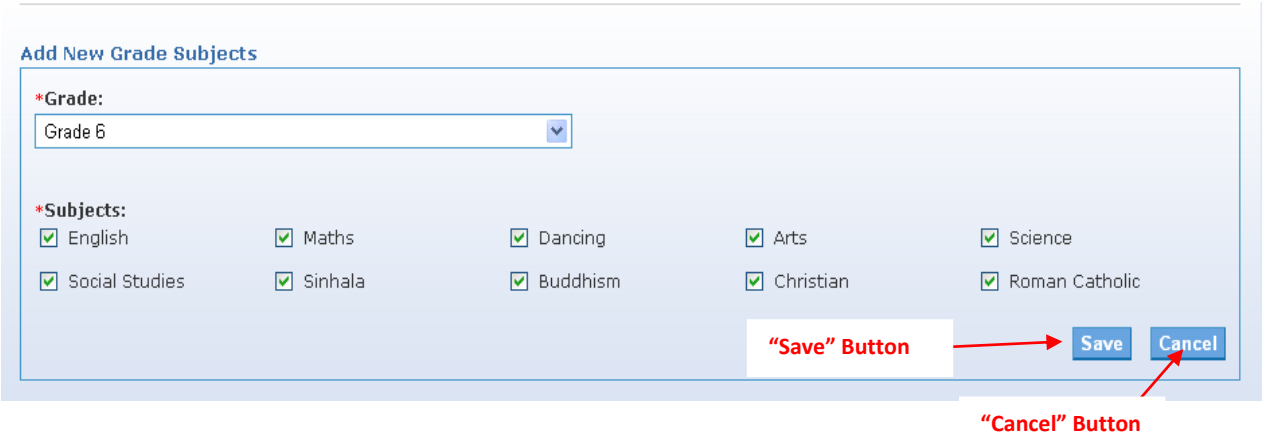
3.10 **Manage Grade Subjects**

The purpose of this section is to provide functionality to include Grade Subject related information in the system.



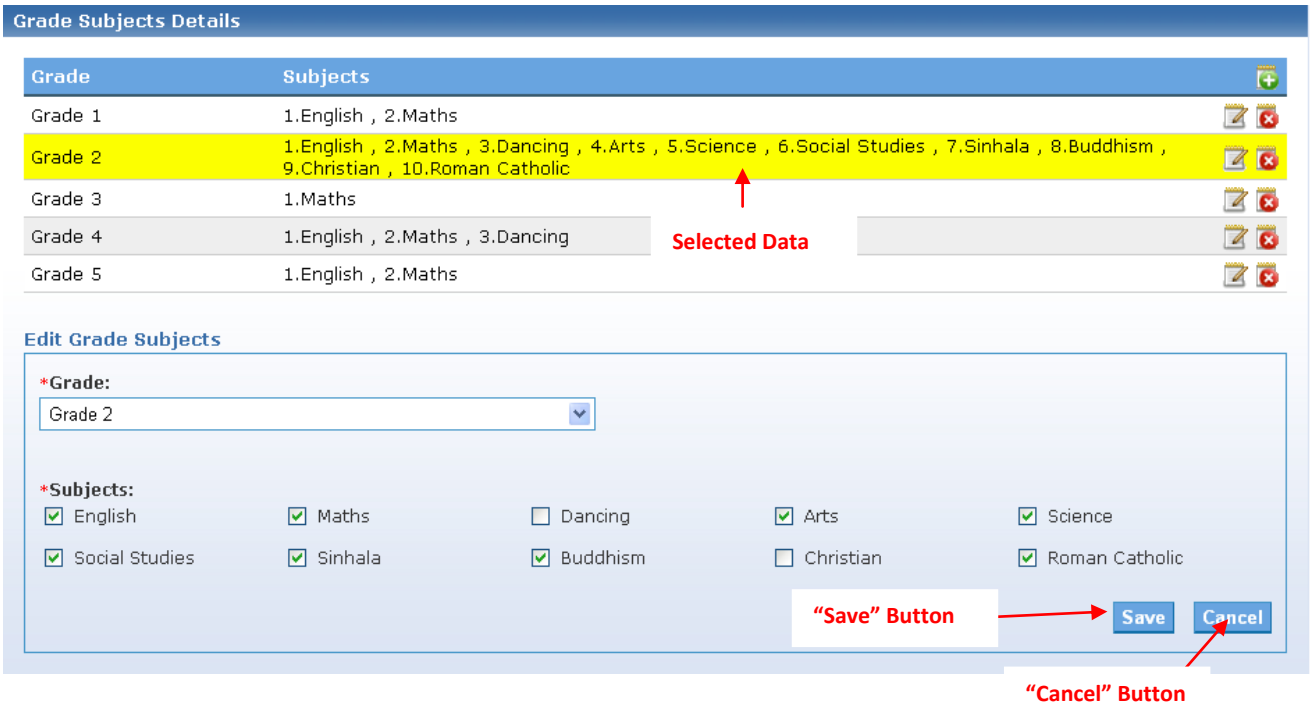
Provide following functionalities related to the Manage Grade Subjects module are:

3.10.1 Add New Grade Subject



- Click on the "Add" button.
- Select the "Grade" from the drop down list.
- Tick subjects from the check boxes.
- Click on "Save" button.
- If user cancels the process system re-direct the New Grade Subject details page.

3.10.2 Edit Grade Subject



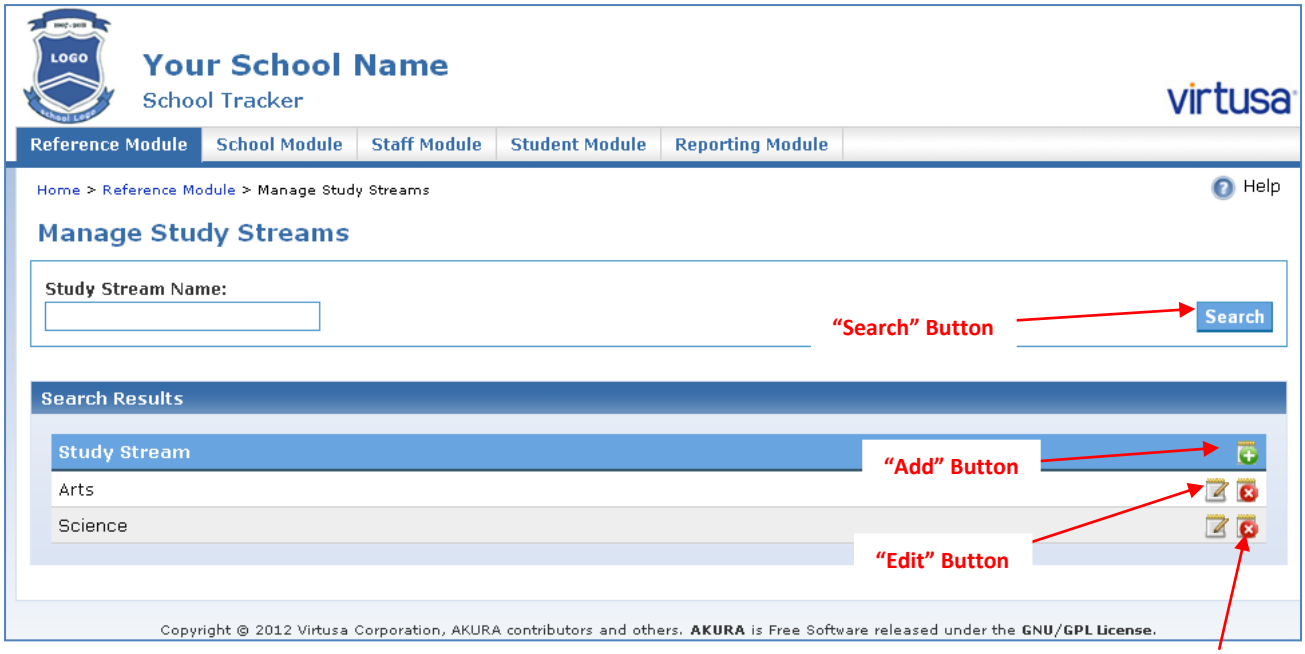
- Click on the "Edit" button.
- Edit the data set.
- Click on "Save" button.
- If user cancels the process system re-direct to the Edit Grade Subject details page.

3.10.3 Delete Grade Subject

- Click on the "Delete" button. It is show a "Are you sure you want to delete this record?" popup message with "Ok" and "Cancel" Buttons. If user clicks on the "Ok" Button, it deleted the selected row which is highlighted in yellow color. If user clicks on "Cancel" Button it is cancel the delete process.

3.11 **Manage Study Streams**

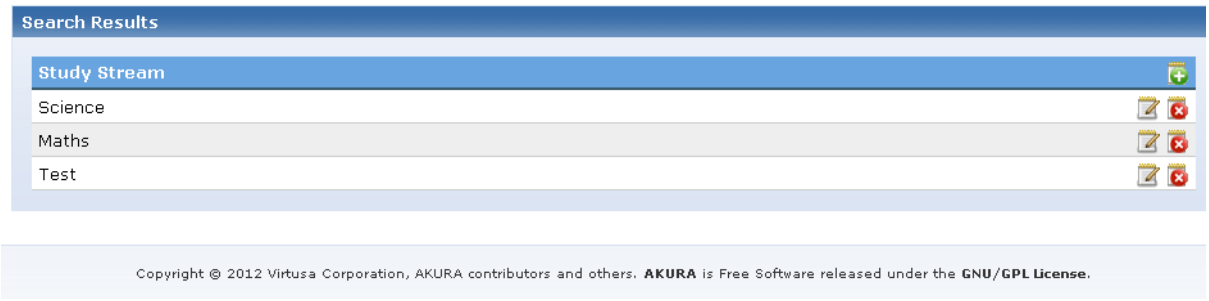
The purpose of this section is to provide functionality to include Stream related information in the system.



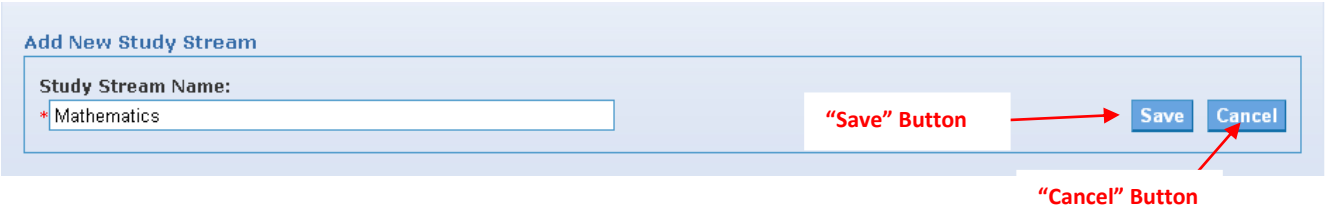
Provide following functionalities related to the Manage Study Stream module are:

3.11.1 Search Stream

- Enter a full name or partial name of a Stream.
- Then click on "Search" button.
- Search result should populate for the particular entered Stream.

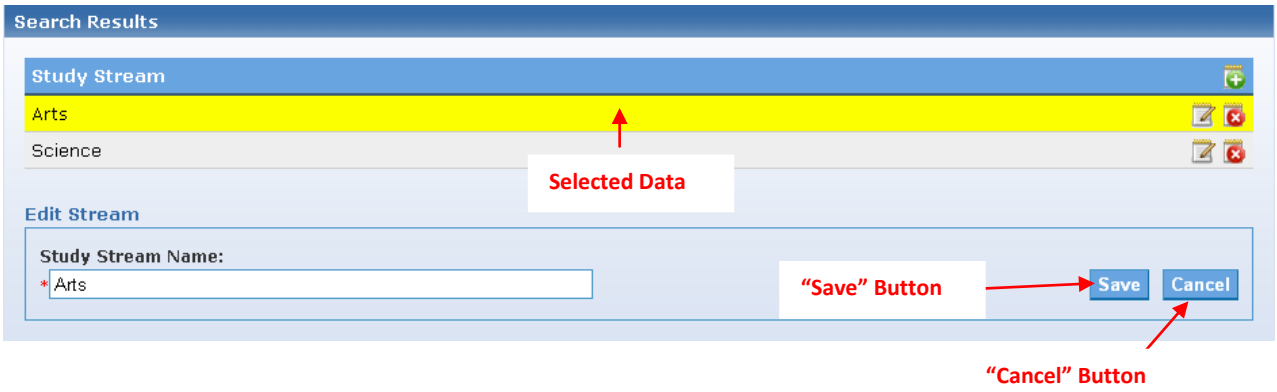

Search Results
Study Stream
Science
Maths
Test
Copyright © 2012 Virtusa Corporation, AKURA contributors and others. AKURA is Free Software released under the GNU/GPL License.

3.11.2 Add New Stream



- Click on the "Add new Stream" button.
- Fill the "Study Stream Name".
- Click on "Save" button.
- If user cancels the process system re-direct the Mange Study Steams details page.

3.11.3 Edit Stream



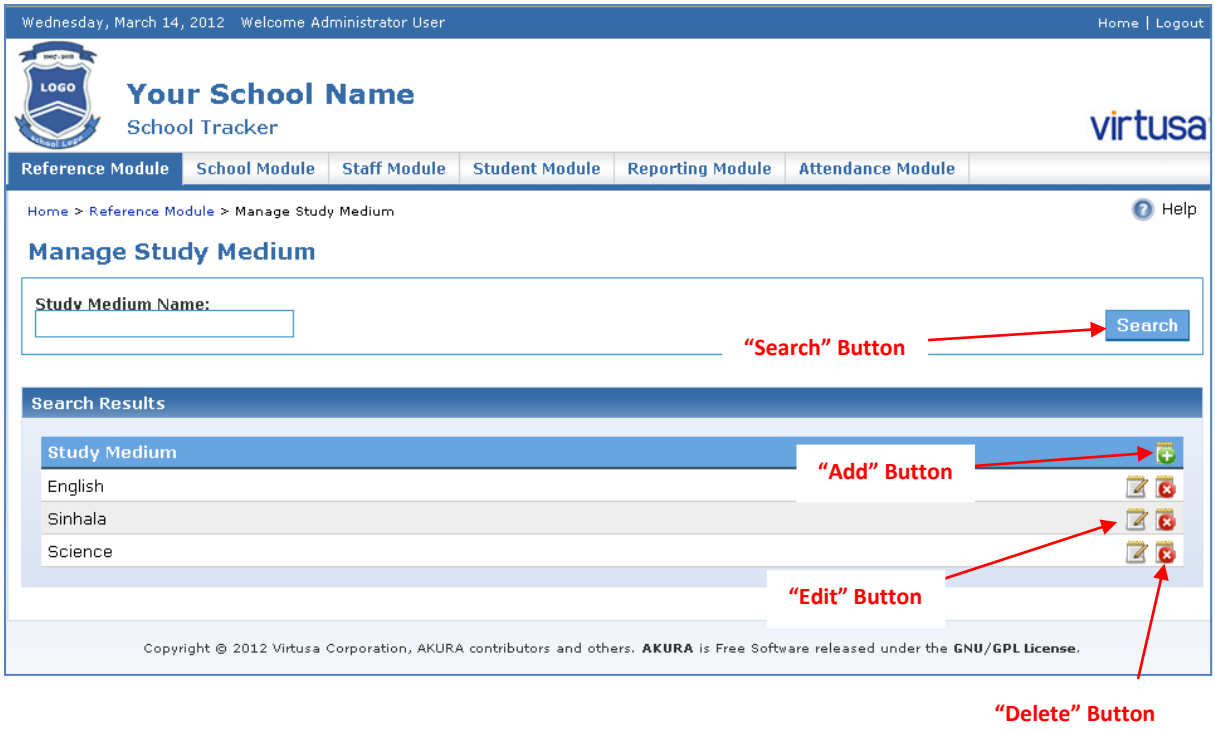
- Click on the "Edit Stream" button.
- Edit the data set.
- Click on "Save" button.
- If user cancels the process system re-direct to the Manage Study Steams details page.

3.11.4 Delete Stream

- Click on the "Delete" button. It shows a "Are you sure you want to delete this record?" popup message with "Ok" and "Cancel" Buttons. If user clicks on the "Ok" Button, it deleted the selected row which is highlighted in yellow color. If user clicks on "Cancel" Button it is cancel the delete process.

3.12 **Manage Study Medium**

The purpose of this section is to provide functionality to include Study Medium related information in the system.

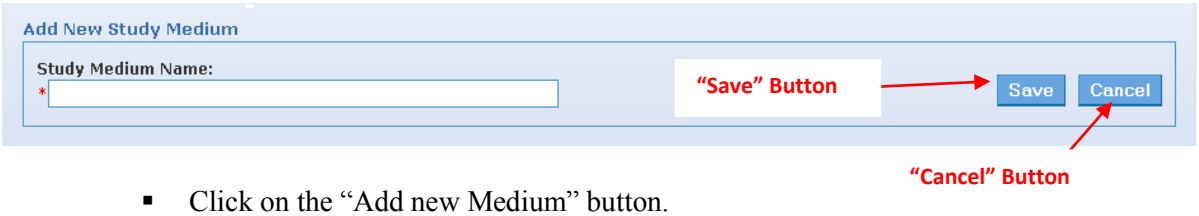


Provide following functionalities related to the Manage Study Medium module are.

3.12.1 Search Study Medium

- Enter a full name or partial name of a Medium.
- Then click on "Search" button.
- Search result should populate for the particular entered Medium.

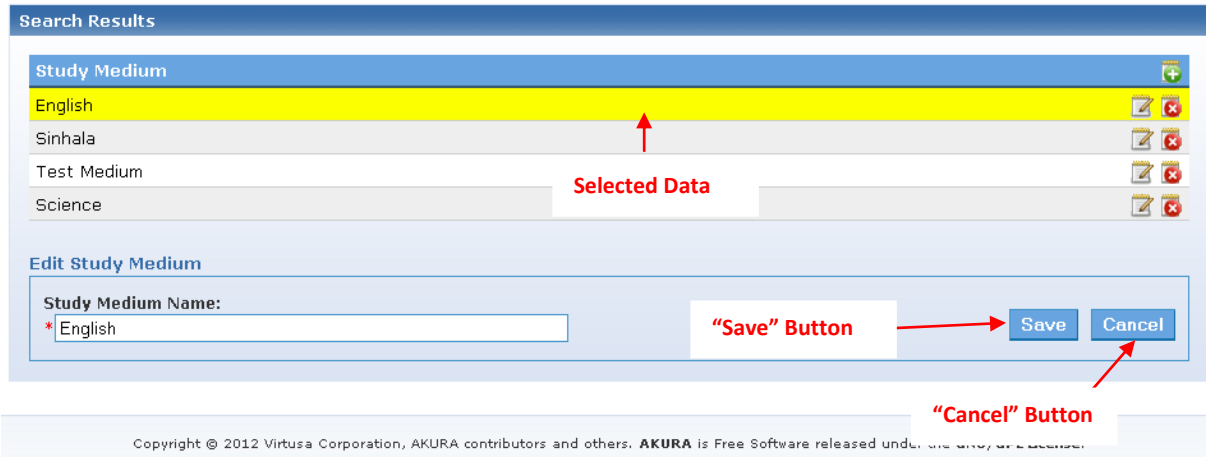
3.12.2 Add New Study Medium



- Click on the "Add new Medium" button.
- Fill the "Study Medium Name".
- Click on "Save" button.
- If user cancels the process system re-direct the Mange Study Medium details page.

3.12.3 Edit Study Medium

- Click on the "Edit Stream" button.
- Edit the data set.
- Click on "Save" button.
- If user system re-direct to the Manage Study Medium page.

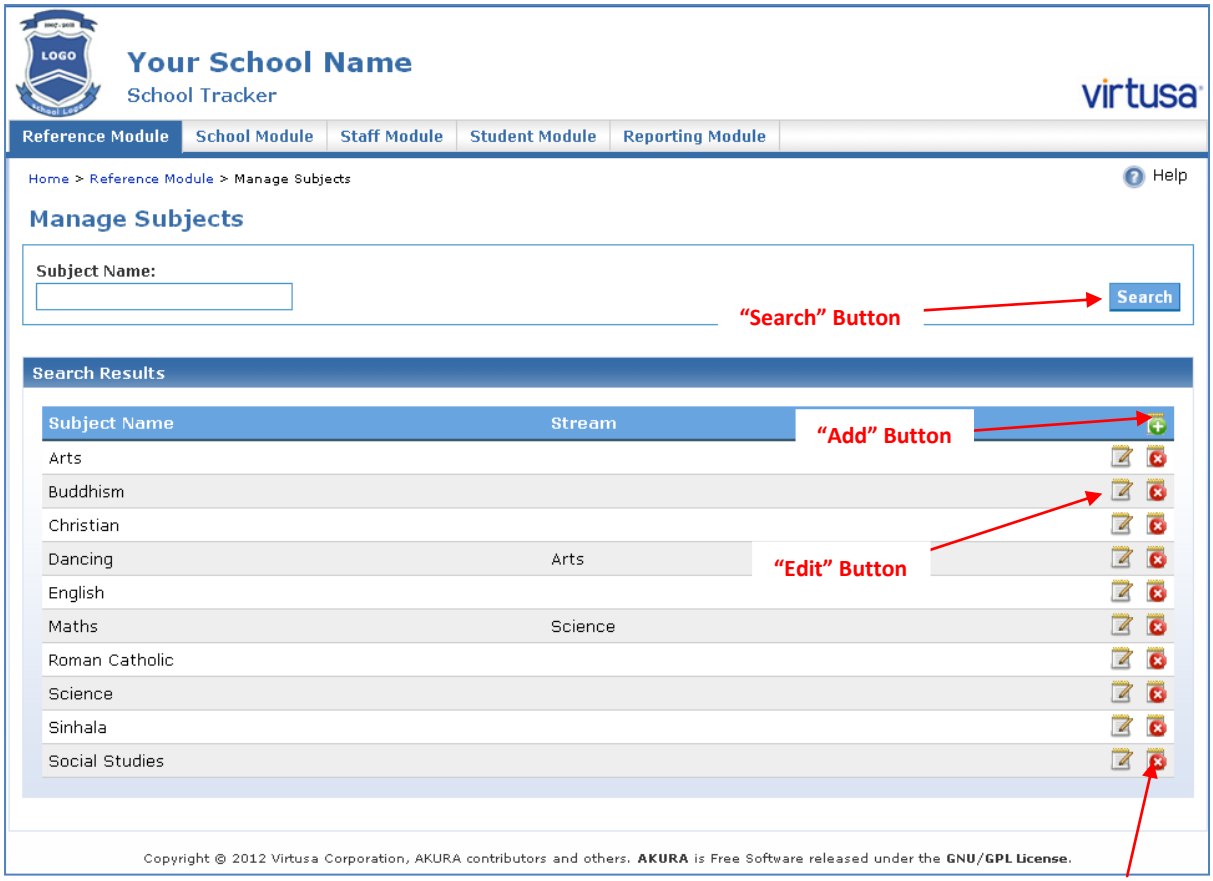


3.12.4 Delete Medium

- Click on the “Delete” button. It shows a "Are you sure you want to delete this record?" popup message with “Ok” and “Cancel” Buttons. If user clicks on the “Ok” Button, it deleted the selected row which is highlighted in yellow color. If user clicks on “Cancel” Button it is cancel the delete process.

3.13 **Manage Subject**

The purpose of this section is to provide functionality to include Subject related information in the system.

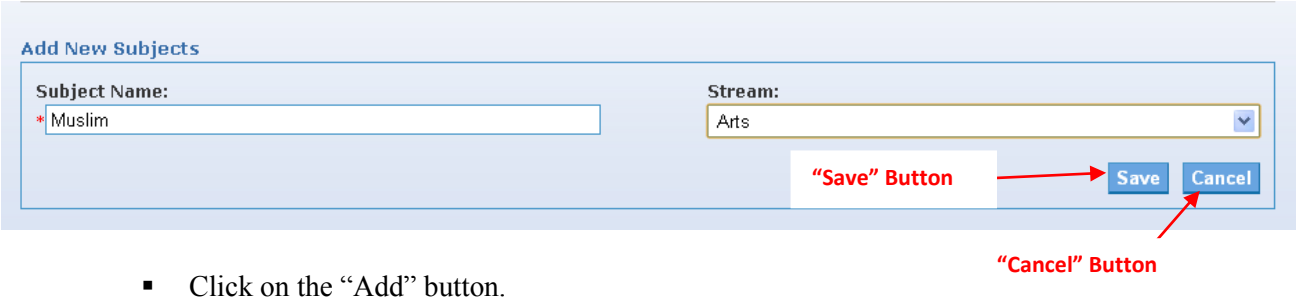


Provide following functionalities related to the Manage Subject module are:

3.13.1 Search Subject

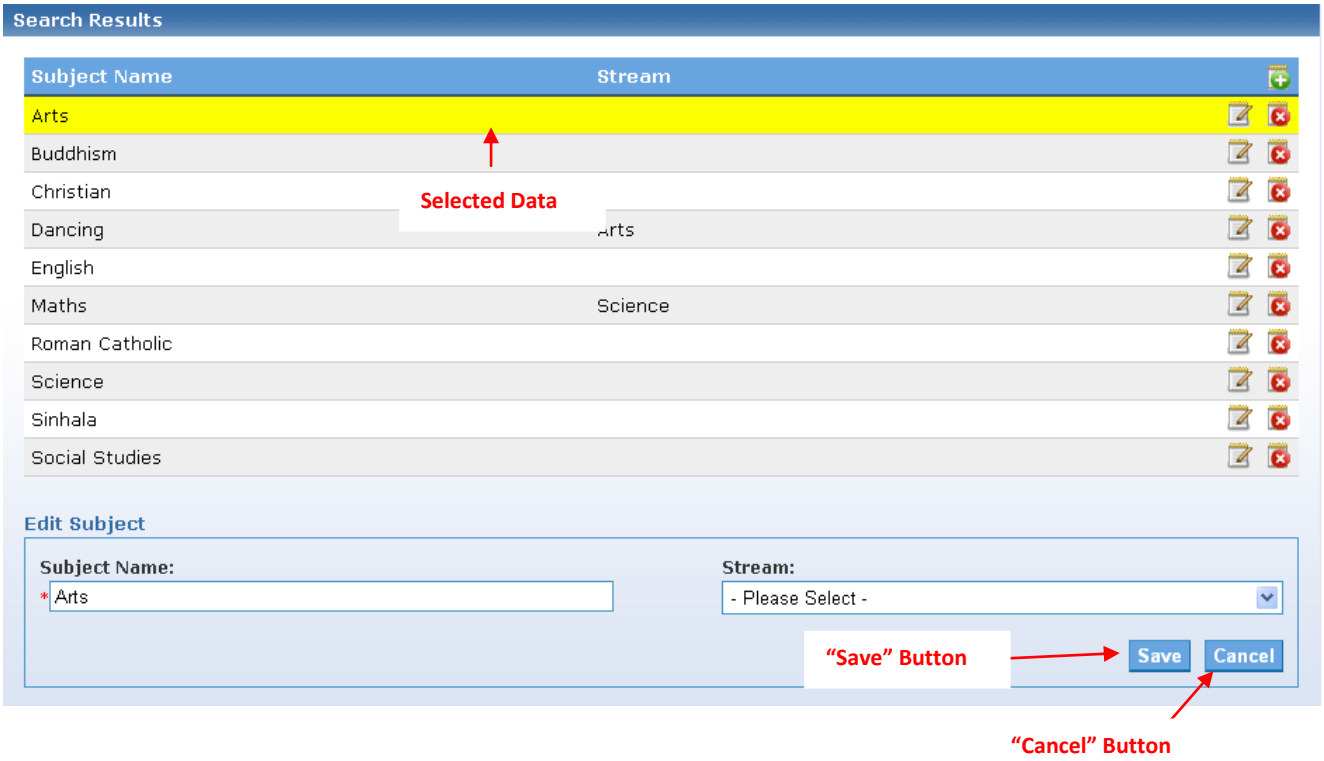
- Enter a full name or partial name of a Subject.
- Click on "Search" button.
- Search result should populate for the particular entered Subject.

3.13.2 Add New Subject



- Click on the "Add" button.
- Then enter the "Subject Name".
- If there is any stream, select the "Stream".
- Click on "Save" button.
- If user cancels the process system re-direct the Manage Subjects details page.

3.13.3 Edit Subject



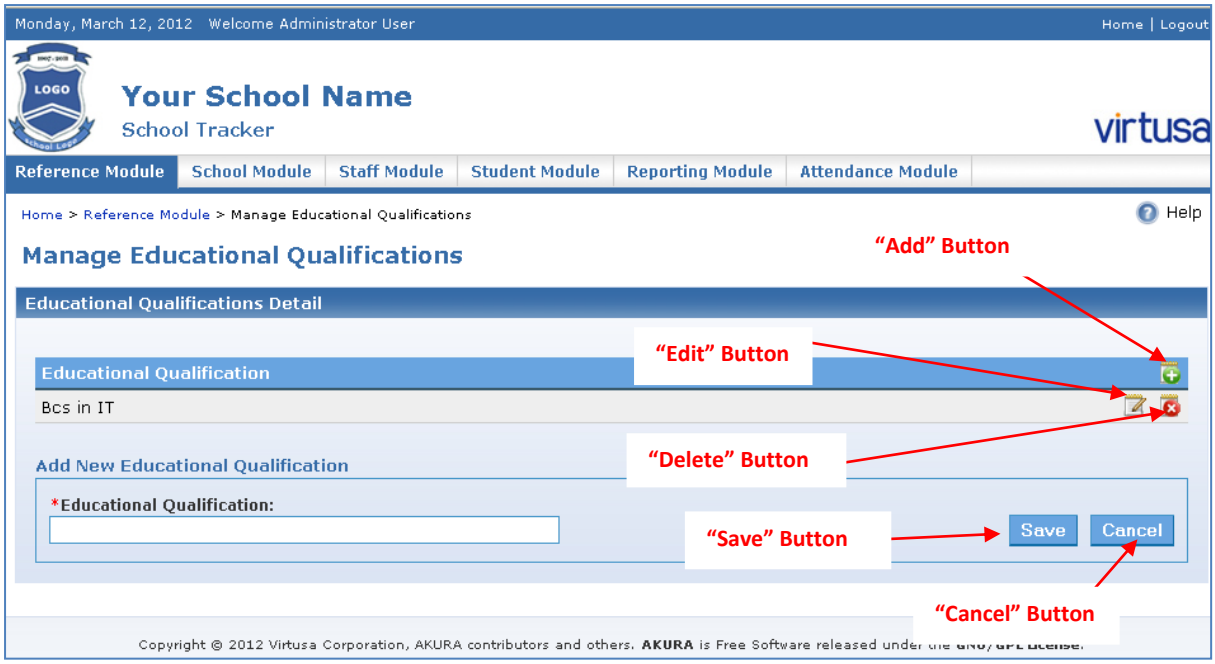
- Click on the "Edit Subject" button.
- Edit the Data set.
- Click on "Save" button.
- If user cancels the process system re-direct to the Manage Subjects page.

3.13.4 Delete Subject

- Click on the "Delete" button. It is show a "Are you sure you want to delete this record?" popup message with "Ok" and "Cancel" Buttons. If user clicks on the "Ok" Button, it deleted the selected row which is highlighted in yellow color. If user clicks on "Cancel" Button it is cancel the delete process.

3.14 **Manage Educational Qualifications**

The purpose of this section is to provide functionality to handle all Educational Qualification related information in the system. The storage of Educational Qualification related information is important to identify the Educational Qualification of the staff member.

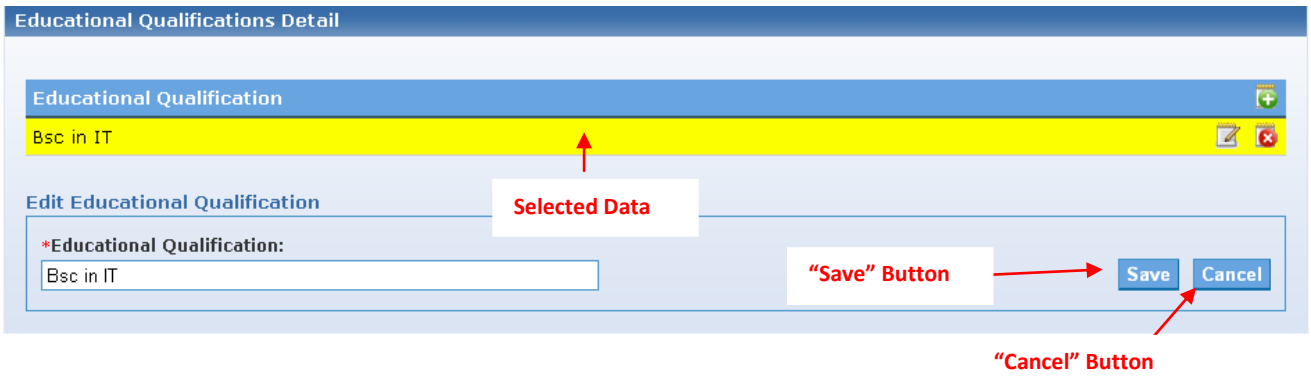


Provide following functionalities related to the Manage Educational Qualifications module are:

3.14.1 Add New Educational Qualification

- Click on the "Add" button.
- Enter the "Educational Qualification"
- Click on "Save" button.
- If user cancels the process system re-direct the New Educational Qualification details page.

3.14.2 Edit Educational Qualification



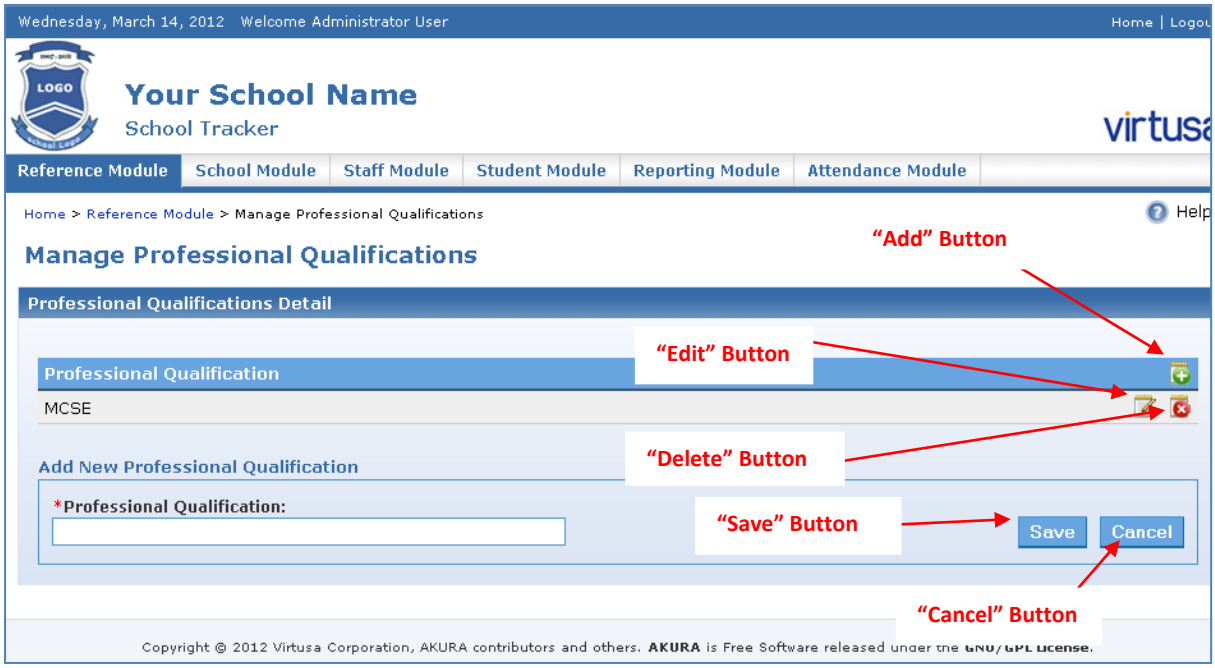
- Click on the "Edit" button.
- Edit the data set.
- Click on "Save" button.
- If user cancels the process system re-directed to the Edit Educational Qualification details page.

3.14.3 Delete Educational Qualification

- Click on the “Delete” button. It is show a "Are you sure you want to delete this record?" popup message with “Ok” and “Cancel” Buttons. If user clicks on the “Ok” Button, it deleted the selected row which is highlighted in yellow color. If user clicks on “Cancel” Button it is cancel the delete process.

3.15 **Manage Professional Qualification**

The purpose of this section is to provide functionality to handle all Professional Qualification related information in the system. The storage of Professional Qualification related information is important to identify the Professional Qualification in which the school is located.

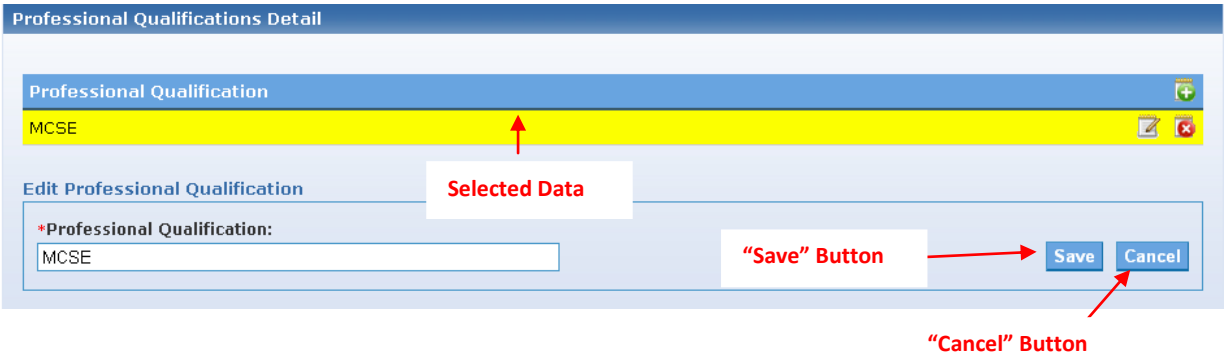


Provide following functionalities related to the Manage Professional Qualifications module are:

3.15.1 Add New Professional Qualification

- Click on the “Add” button.
- Enter the “Professional Qualification”.
- Click on “Save” button.
- If user cancels the process user re-direct Professional Qualification details page.

3.15.2 Edit Professional Qualification



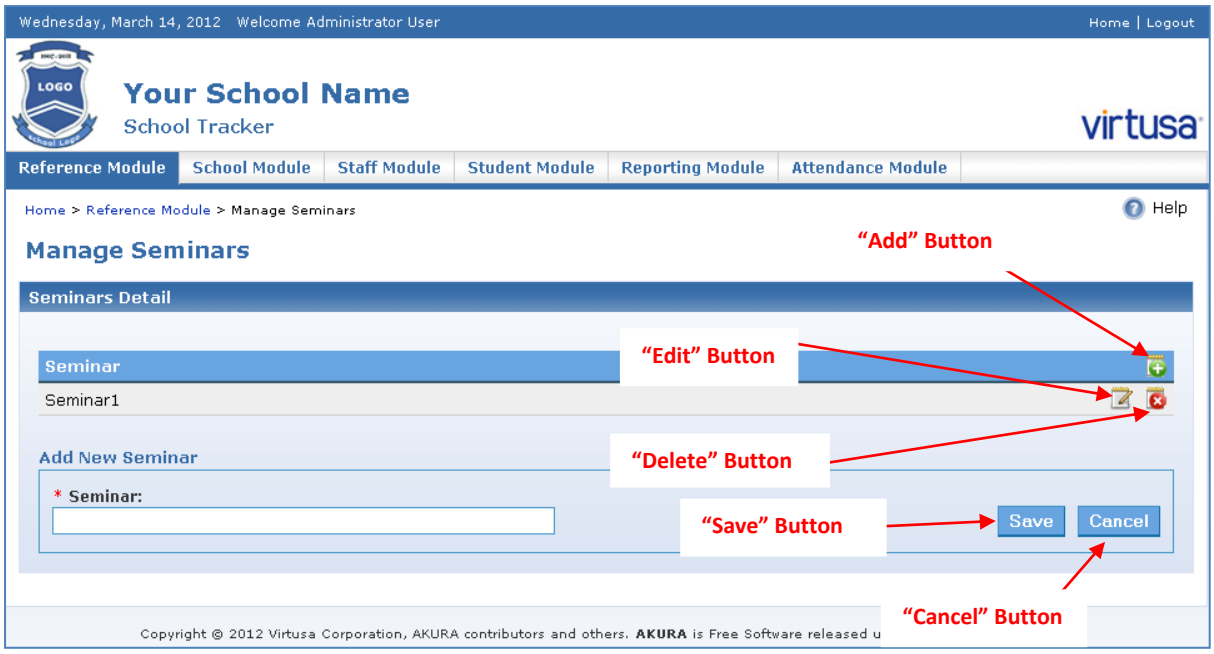
- Click on the "Edit" button.
- Edit the data Set.
- Click on "Save" button.
- If user wants cancel the process. Click "Cancel" button. Then user re-directed to the Edit Professional Qualification details page.

3.15.3 Delete Professional Qualification

- Click on the "Delete" button. It is show a "Are you sure you want to delete this record?" popup message with "Ok" and "Cancel" Buttons. If user clicks on the "Ok" Button, it deleted the selected row which is highlighted in yellow color. If user clicks on "Cancel" Button it is cancel the delete process.

3.16 **Manage Seminars**

The purpose of this section is to provide functionality to handle all the seminar's related information in the system.



Provide following functionalities related to the Manage Seminar module are:

3.16.1 Add New Seminar

- Click on the “Add New Seminar” button.
- Enter the “Seminar”.
- Click on “Save” button.
- If user cancels the process user re-direct to the Manage Seminars page.

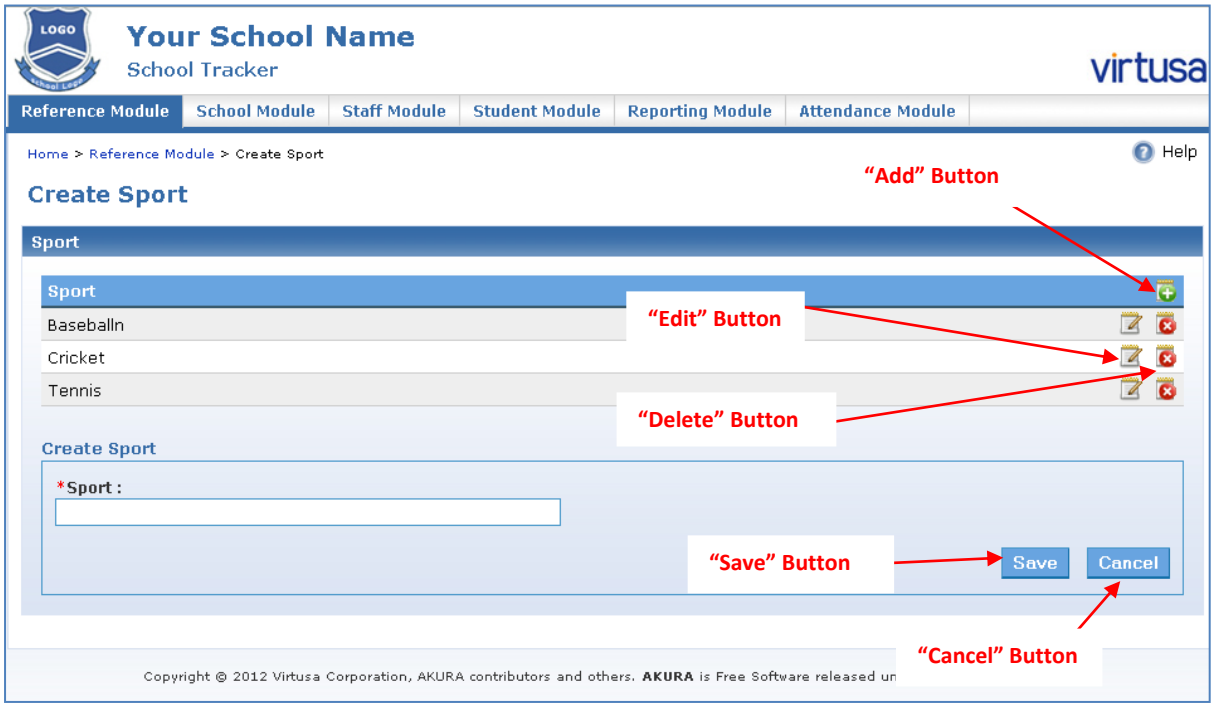
3.16.2 Edit Seminar

- Click on the “Edit Seminar” button.
- Edit the data Set.
- Click on “Save” button.
- If user cancels the process system re-direct to the Manage Seminar page.

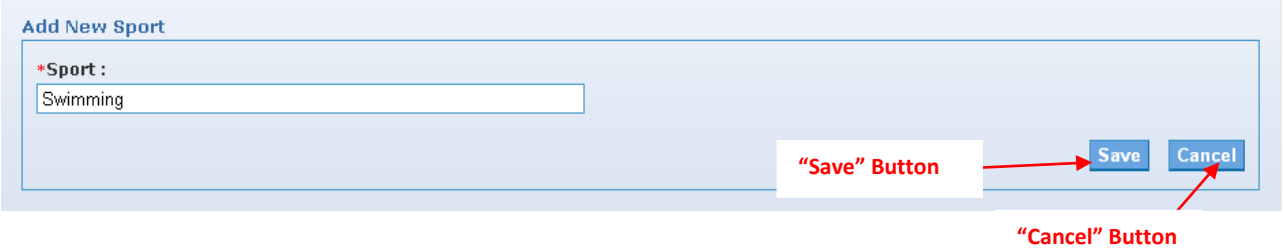
3.16.3 Delete Seminar

- Click on the “Delete” button. It is show a "Are you sure you want to delete this record?" popup message with “Ok” and “Cancel” Buttons. If user clicks on the “Ok” Button, it deleted the selected row which is highlighted in yellow color. If user clicks on “Cancel” Button it is cancel the delete process.

3.17 **Manage Sports**

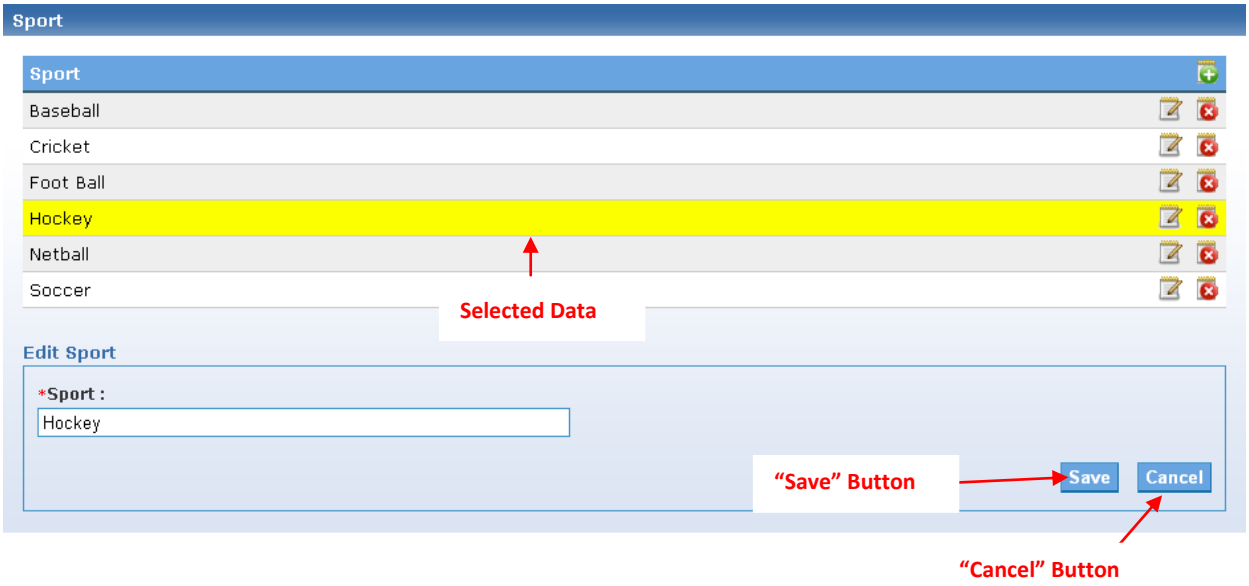


3.17.1 Add New Sports



- Click on the "Add New Sport" button.
- Fill the Name of the "Sport" field.
- Click on "Save" button.
- If user cancel the process system re-direct Sports details page

3.17.2 Edit Sport

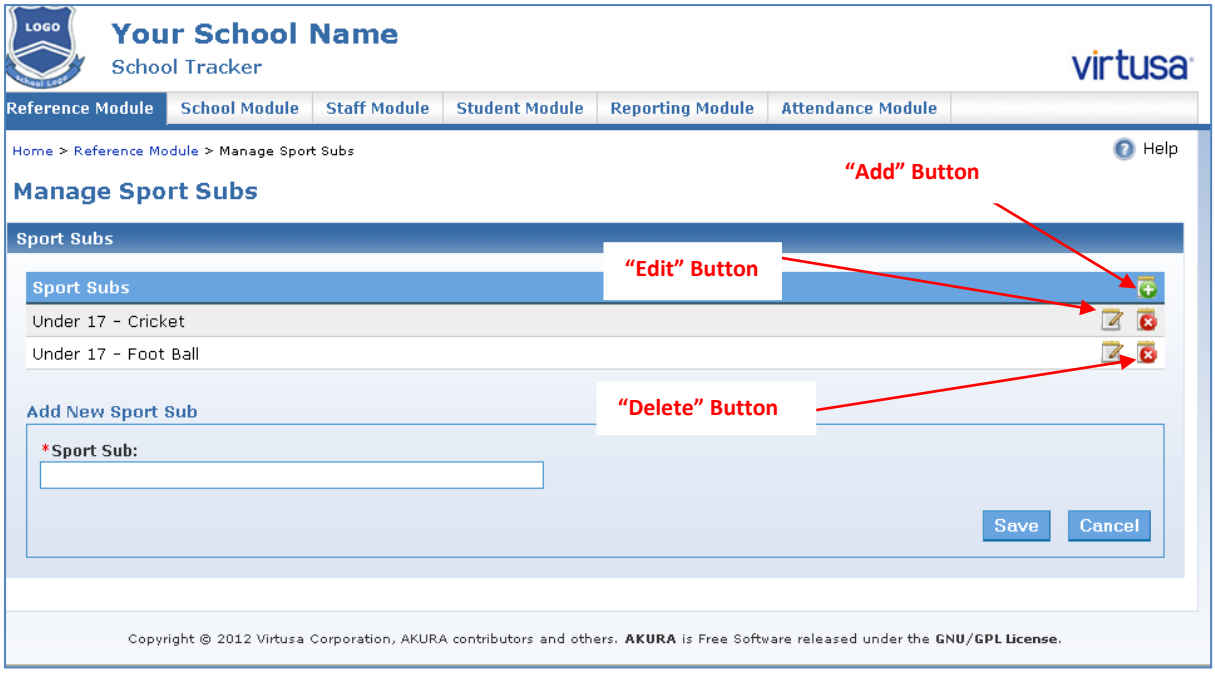


- Click on the "Edit" button.
- Edit the data Set.
- Click on "Save" button.
- If users cancel the process system re-direct to the Sports details page.

3.17.3 Delete Sport

- Click on the "Delete" button. It is show a "Are you sure you want to delete this record?" popup message with "Ok" and "Cancel" Buttons. If user clicks on the "Ok" Button, it deleted the selected row which is highlighted in yellow color. If user clicks on "Cancel" Button it is cancel the delete process.

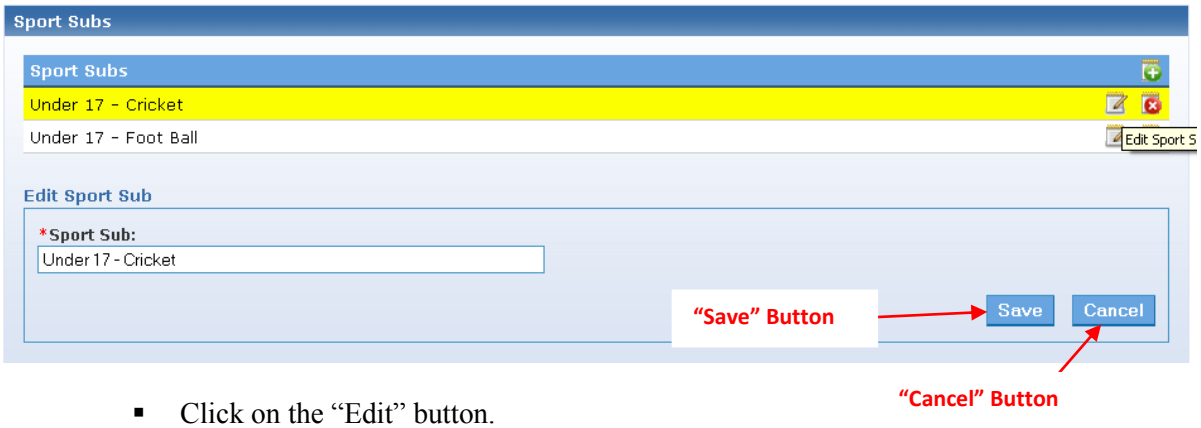
3.18 Manage Sports Subs



3.18.1 Add New Sport Sub

- Click on the "Add New Sport Sub" button.
- Fill the Name of the "Sport Sub" field.
- Click on "Save" button.
- If user cancel the process system re-direct Manage Sport Subs page

3.18.2 Edit Sport Sub



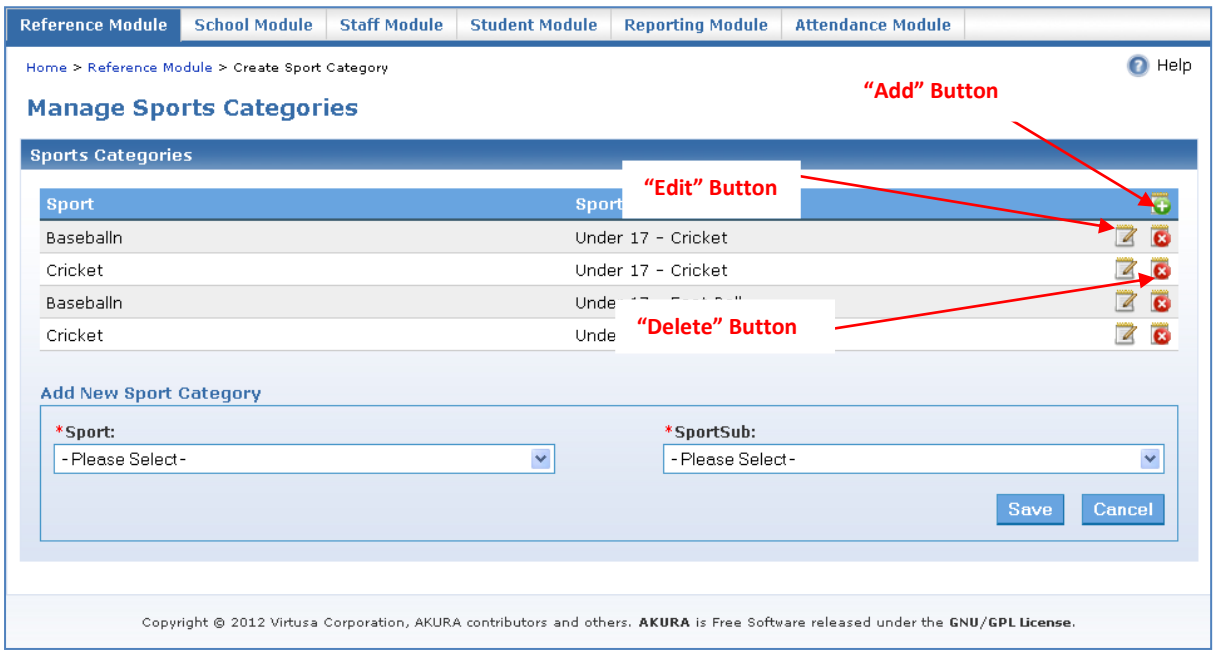
- Click on the "Edit" button.
- Edit the data Set.
- Click on "Save" button.
- If user cancels the process system re-direct to the Manage Sport Subs page.

3.18.3 Delete Sport Sub

- Click on the “Delete” button. It is show a "Are you sure you want to delete this record?" popup message with “Ok” and “Cancel” Buttons. If user clicks on the “Ok” Button, it deleted the selected row which is highlighted in yellow color. If user clicks on “Cancel” Button it is cancel the delete process.

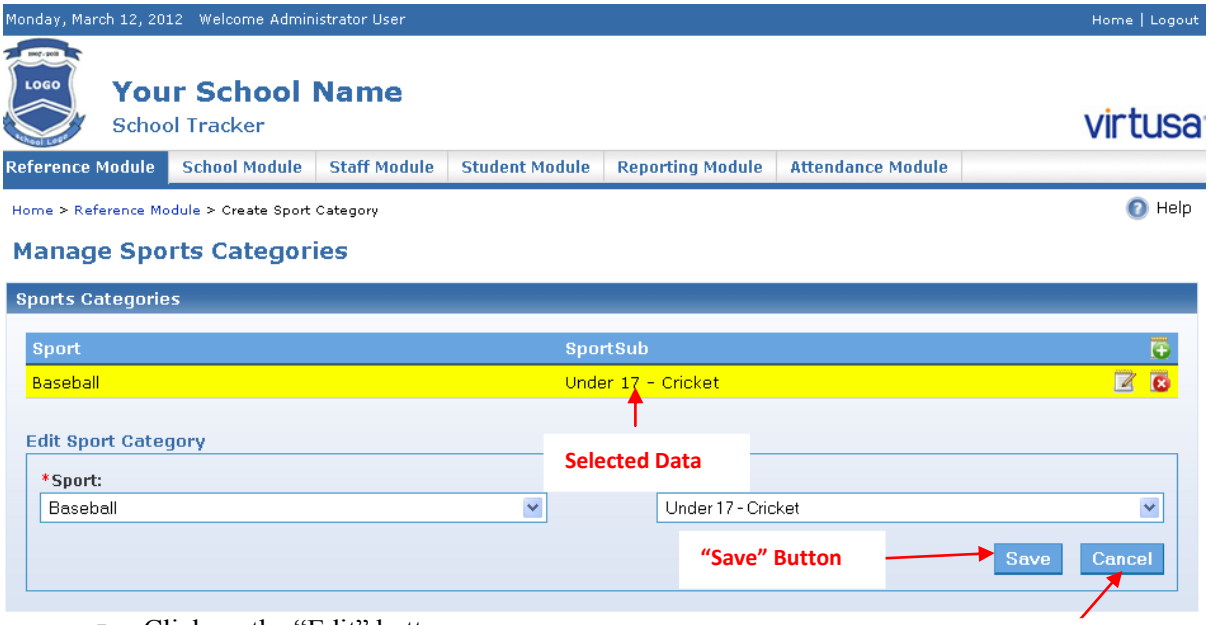
3.19 Manage Sports Categories

3.19.1 Add New Sport Category



- Click on the “Add” Button.
- Select Sport from the sport drop down.
- Select Sport Sub from the Sport Sub drop down
- Click on “Save” button.
- If user cancel the process system re-directs Manage Sports Categories page

3.19.2 Edit Sport Category

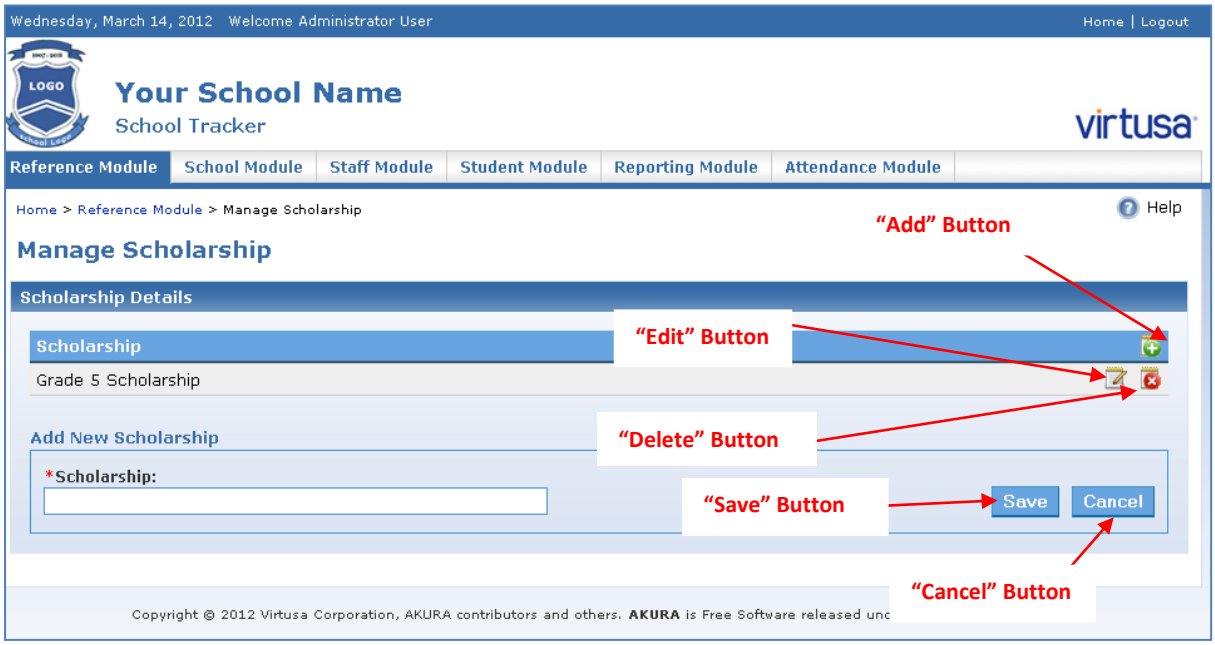


- Click on the "Edit" button.
- Edit the data Set.
- Click on "Save" button.
- If user cancels the process system re-direct to the Sports Subs page.

3.19.3 Delete Sport Category

- Click on the "Delete" button. It is show a "Are you sure you want to delete this record?" popup message with "Ok" and "Cancel" Buttons. If user clicks on the "Ok" Button, it deleted the selected row which is highlighted in yellow color. If user clicks on "Cancel" Button it is cancel the delete process.

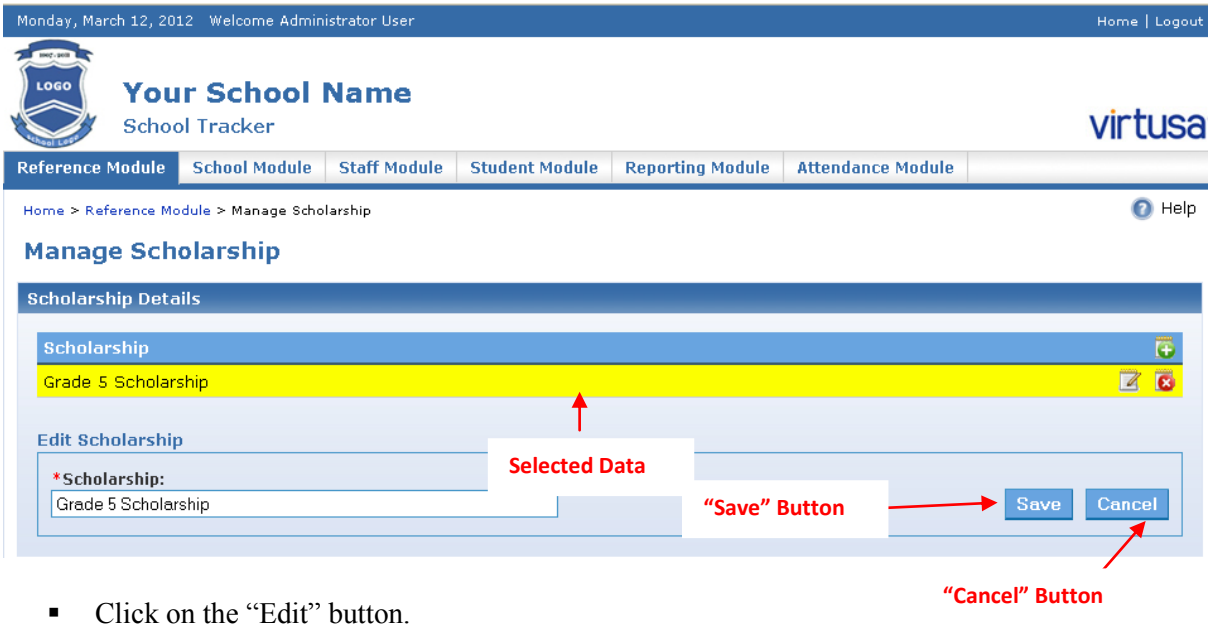
3.20 **Manage Scholarship**



3.20.1 Add New Scholarship

- Click on the “Add” Button.
- Fill the “Scholarship” field.
- Click on “Save” button.
- If user cancels the process system re-direct Manage Scholarship page.

3.20.2 Edit Scholarship

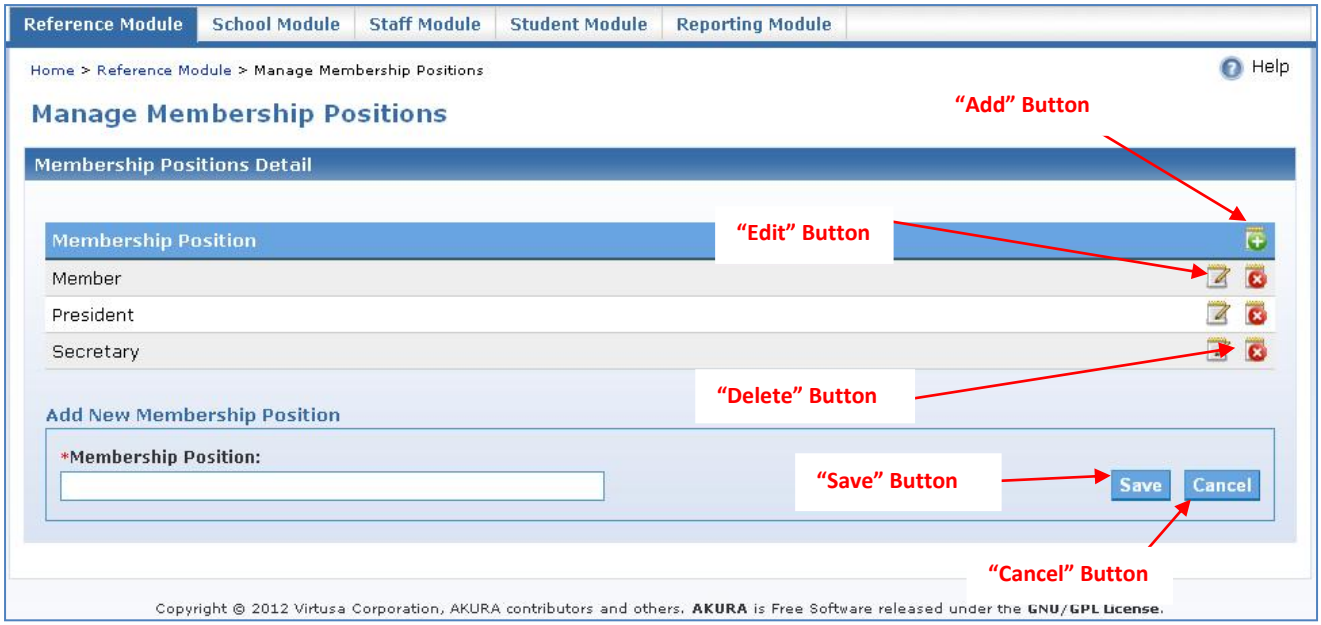


- Click on the “Edit” button.
- Edit the data Set.
- Click on “Save” button.
- If user cancels the process system re-directed to the Manage Scholarship page.

3.20.3 Delete Scholarship

- Click on the “Delete” button. It is show a "Are you sure you want to delete this record?" popup message with “Ok” and “Cancel” Buttons. If user clicks on the “Ok” Button, it deleted the selected row which is highlighted in yellow color. If user clicks on “Cancel” Button it is cancel the delete process.

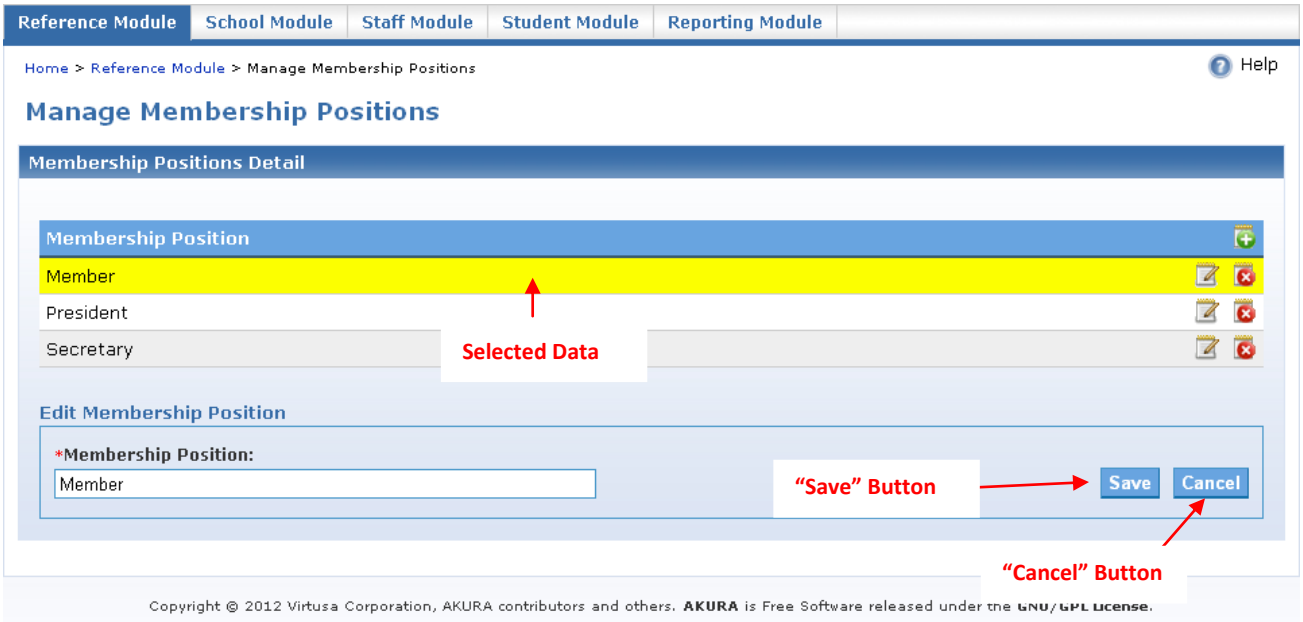
3.21 Manage Membership Position



3.21.1 Add New Membership Positions

- Click on the "Add" Button.
- Fill the "Membership Position" field.
- Click on 'Save' button.
- If user cancels the process system re-direct to the Manage Membership Positions page.

3.21.2 Edit Membership Positions

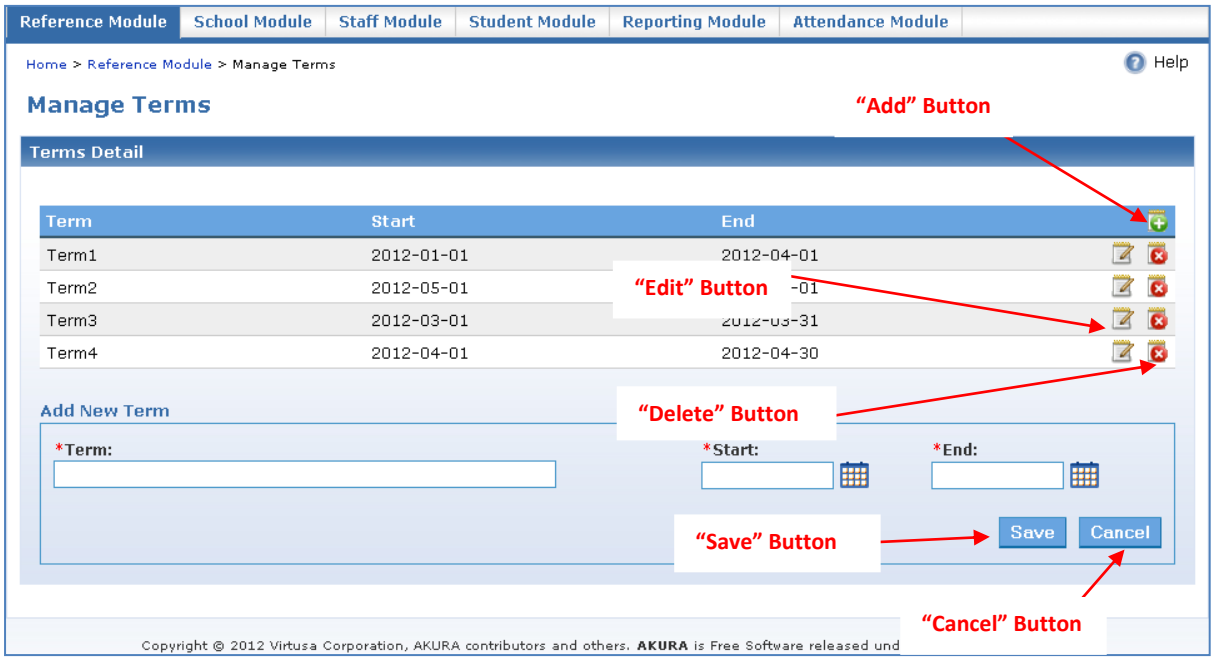


- Click on the "Edit" button.
- Edit the data Set.
- Click on "Save" button.
- If user cancels the process system re-direct to the Manage Membership Positions page.

3.21.3 Delete Membership Positions

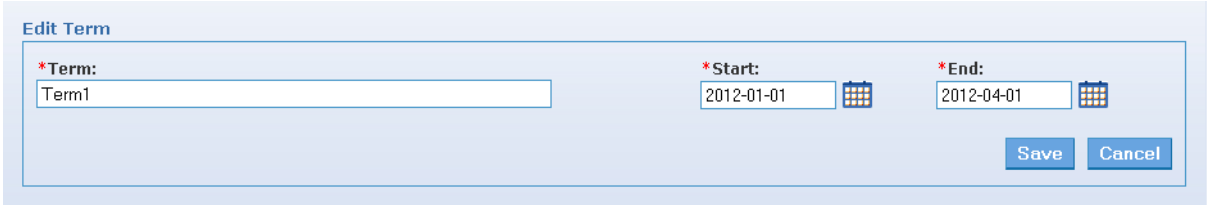
- Click on the “Delete” button. It is show a "Are you sure you want to delete this record?" popup message with “Ok” and “Cancel” Buttons. If user clicks on the “Ok” Button, it deleted the selected row which is highlighted in yellow color. If user clicks on “Cancel” Button it is cancel the delete process.

3.22 Manage Terms



3.22.1 Add New Term

- Click on the "Add New Term” Button.
- Fill the “Term” field.
- Select start date and end date
- Click on 'Save' button.
- If user cancels the process system re-direct to the Manage Terms page.



3.22.2 Update Term

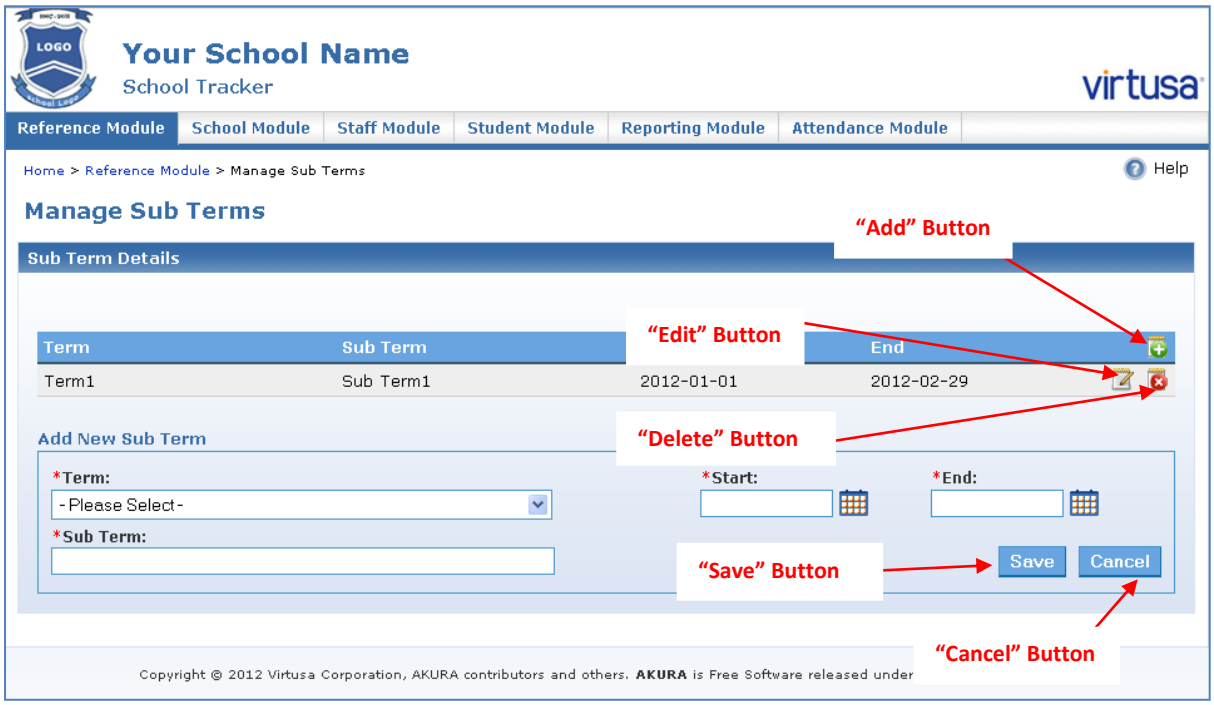
- Click on the “Edit Term” button.

- Edit the data Set.
- Click on “Save” button.
- If user cancels the process system re-direct to the Manage Terms page.

3.22.3 Delete Term

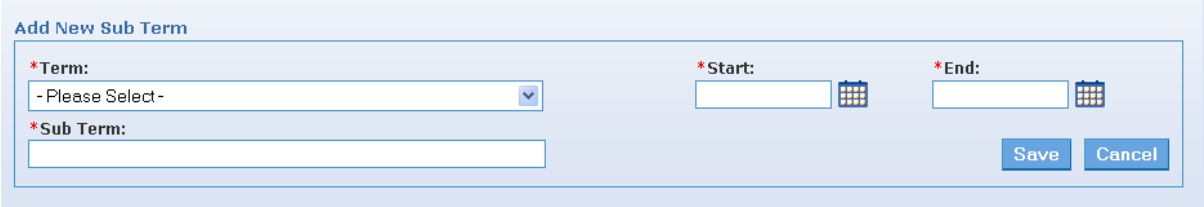
- Click on the “Delete” button. It is show a "Are you sure you want to delete this record?" popup message with “Ok” and “Cancel” Buttons. If user clicks on the “Ok” Button, it deleted the selected row which is highlighted in yellow color. If user clicks on “Cancel” Button it is cancel the delete process.

3.23 Manage Sub Terms



3.23.1 Add New Sub Term

- Click on the "Add New Sub Term” Button.
- Select the “Term” from the Term drop down.
- Select start date and end date
- Fill the Sub Term field
- Click on 'Save' button.
- If user cancels the process system re-direct to the Manage Sub Terms page.



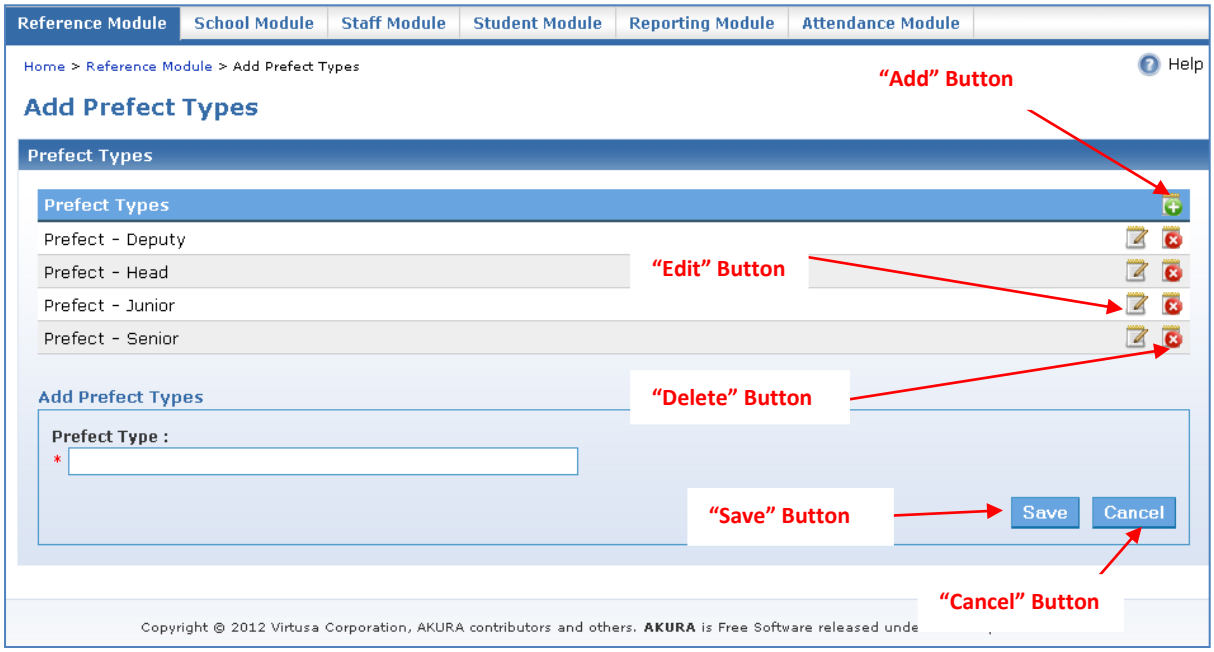
3.23.2 Update Sub Term

- Click on the “Edit Sub Term” button.
- Edit the data Set.
- Click on “Save” button.
- If user cancels the process system re-direct to the Manage Sub Terms page.

3.23.3 Delete Sub Term

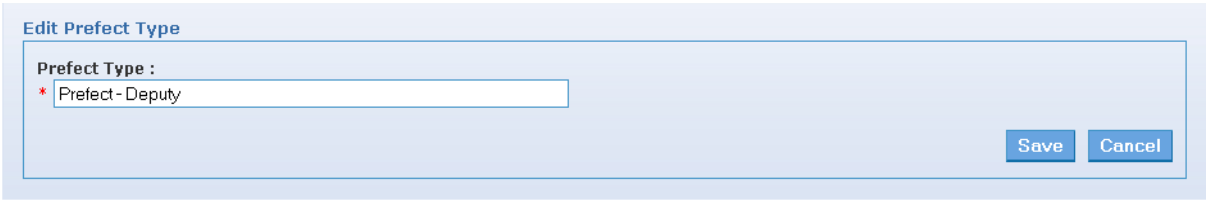
- Click on the “Delete” button. It is show a "Are you sure you want to delete this record?" popup message with “Ok” and “Cancel” Buttons. If user clicks on the “Ok” Button, it deleted the selected row which is highlighted in yellow color. If user clicks on “Cancel” Button it is cancel the delete process.

3.24 Manage Prefect Type



3.24.1 Add New Prefect Type

- Click on the "Add New Prefect Type" Button.
- Fill the Prefect Type field
- Click on 'Save' button.
- If user cancels the process system re-direct to the Manage Prefect Type page.



3.24.2 Edit Prefect Type

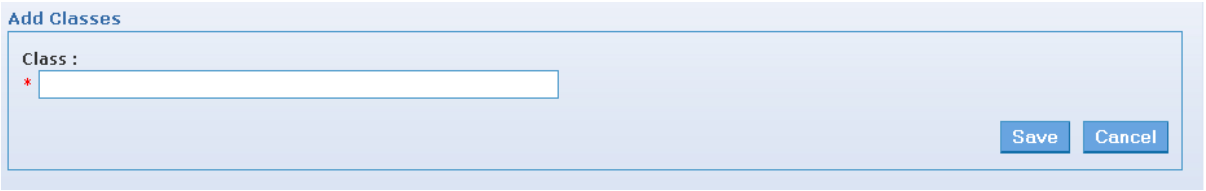
- Click on the "Edit Prefect Type" button.
- Edit the data Set.
- Click on "Save" button.
- If user cancels the process system re-direct to the Manage Prefect Type page.

3.24.3 Delete Prefect Type

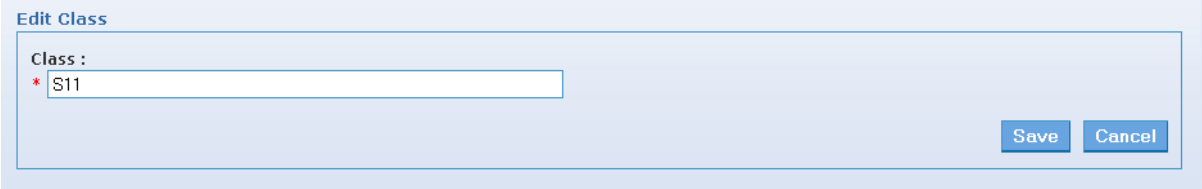
- Click on the "Delete" button. It is show a "Are you sure you want to delete this record?" popup message with "Ok" and "Cancel" Buttons. If user clicks on the "Ok" Button, it deleted the selected row which is highlighted in yellow color. If user clicks on "Cancel" Button it is cancel the delete process.

3.25 Manage Classes

3.25.1 Add New Class



- Click on the "Add New Classes" Button.
- Fill the class field
- Click on 'Save' button.
- If user cancels the process system re-direct to the Manage Classes page.



3.25.2 Edit Class

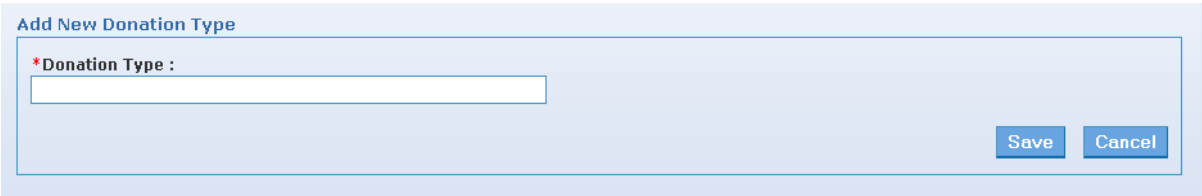
- Click on the Edit Class button.
- Edit the data Set.
- Click on “Save” button.
- If user cancels the process system re-direct to the Manage Classes page.

3.25.3 Delete Class

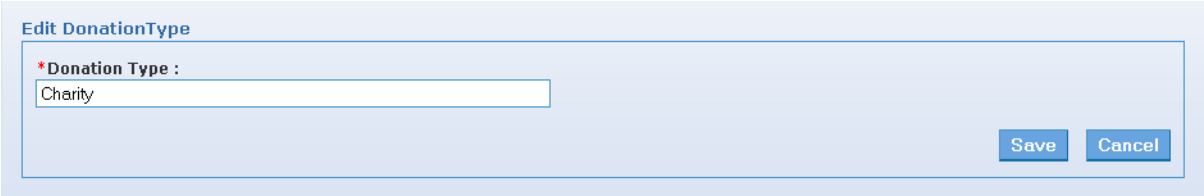
- Click on the “Delete” button. It is show a "Are you sure you want to delete this record?" popup message with “Ok” and “Cancel” Buttons. If user clicks on the “Ok” Button, it deleted the selected row which is highlighted in yellow color. If user clicks on “Cancel” Button it is cancel the delete process.

3.26 Manage Donation Type

3.26.1 Add New Donation Type



- Click on the "Add New Donation Type” Button.
- Fill the class field
- Click on 'Save' button.
- If user cancels the process system re-direct to the Manage Donation Type page.



3.26.2 Edit Donation Type

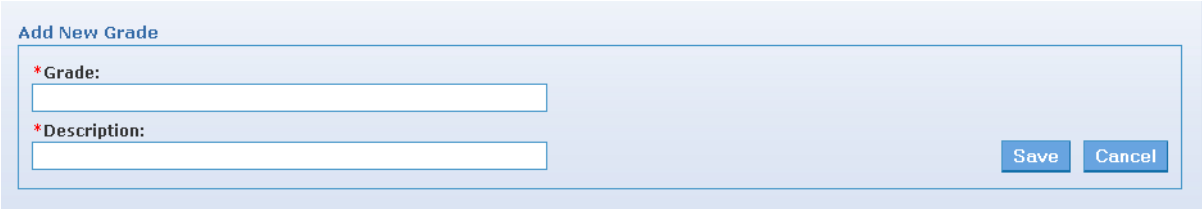
- Click on the Edit Donation Type button.
- Edit the data Set.
- Click on “Save” button.
- If user cancels the process system re-direct to the Manage Donation Type page.

3.26.3 Delete Donation Type

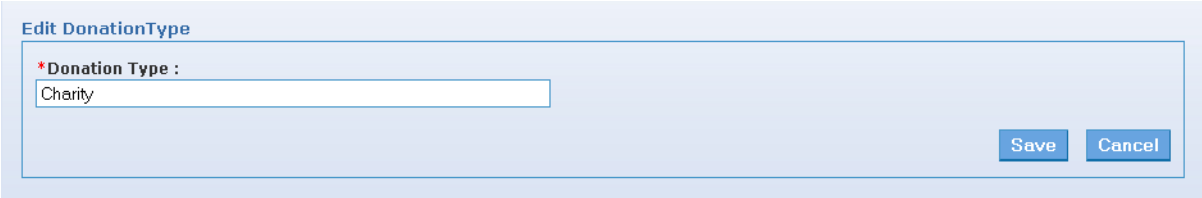
- Click on the “Delete” button. It is show a "Are you sure you want to delete this record?" popup message with “Ok” and “Cancel” Buttons. If user clicks on the “Ok” Button, it deleted the selected row which is highlighted in yellow color. If user clicks on “Cancel” Button it is cancel the delete process.

3.27 Manage Grading Information

3.27.1 Add New Grade



- Click on the "Add New Grade” Button.
- Fill the Grade field
- Fill the Description field
- Click on 'Save' button.
- If user cancels the process system re-direct to the Manage Grading Information page.



3.27.2 Edit Grade

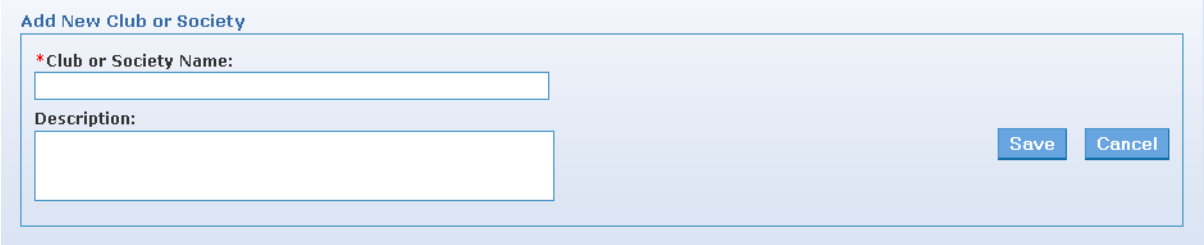
- Click on the Edit Grade button.
- Edit the data Set.
- Click on “Save” button.
- If user cancels the process system re-direct to the Manage Grading Information page.

3.27.3 Delete Grade

Click on the “Delete” button. It is show a "Are you sure you want to delete this record?" popup message with “Ok” and “Cancel” Buttons. If user clicks on the “Ok” Button, it deleted the selected row which is highlighted in yellow color. If user clicks on “Cancel” Button it is cancel the delete process.

3.28 **Manage Clubs And Societies**

3.28.1 Add New Club And Society



- Click on the "Add Club or Society” Button.
- Fill the Club or Society field
- Fill the Description field
- Click on 'Save' button.
- If user cancels the process system re-direct to the Manage Clubs and Societies page.

3.28.2 Edit Club or Society

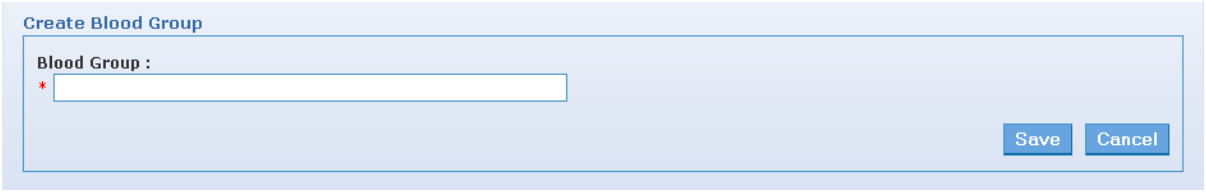
- Click on the Edit Club or society button.
- Edit the data Set.
- Click on “Save” button.
- If user cancels the process system re-direct to the Manage Clubs and Societies page.

3.28.3 Delete Club or Society

Click on the “Delete” button. It is show a "Are you sure you want to delete this record?" popup message with “Ok” and “Cancel” Buttons. If user clicks on the “Ok” Button, it deleted the selected row which is highlighted in yellow color. If user clicks on “Cancel” Button it is cancel the delete process.

3.29 **Manage Blood Groups**

3.29.1 Add New Blood Group



- Click on the Add New Blood Group Button.
- Fill the Blood Group field.
- Click on 'Save' button.
- If user cancels the process system re-direct to the Manage Blood Groups page.

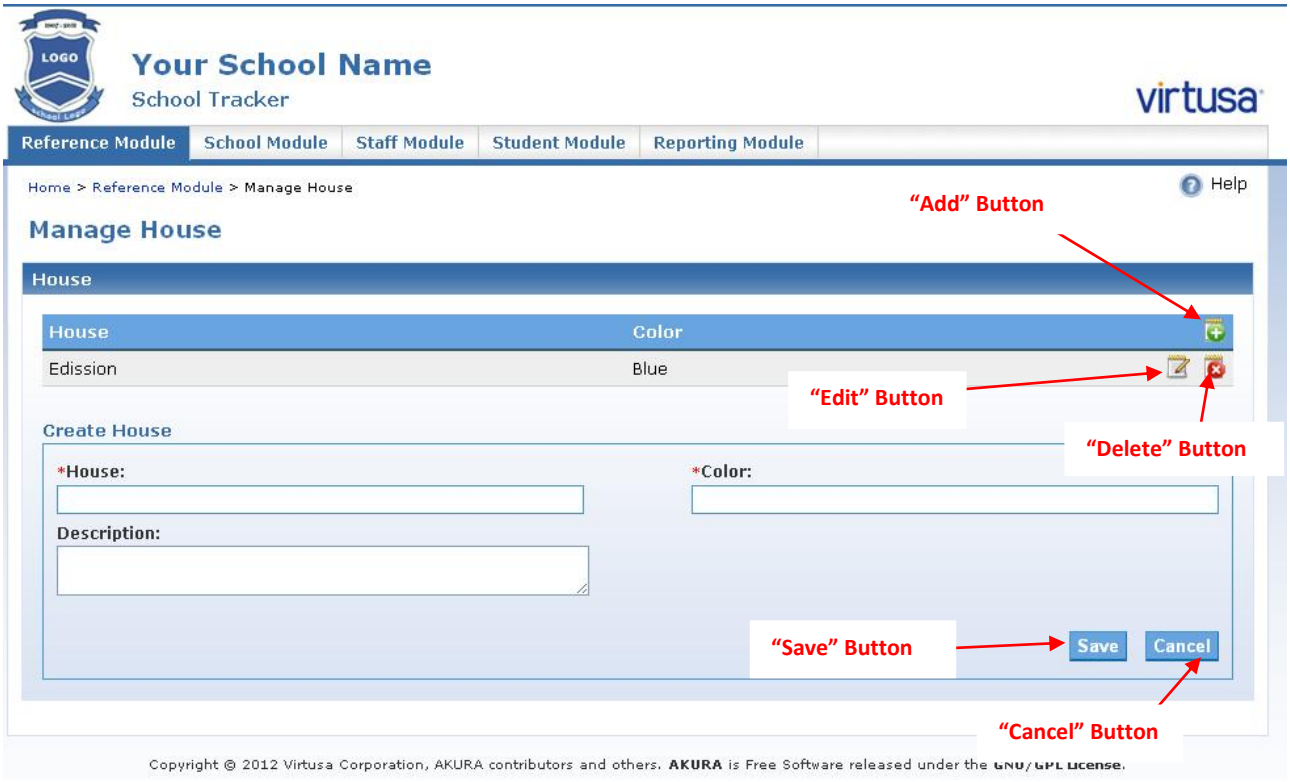
3.29.2 Edit Blood Group

- Click on the Edit Blood Group button.
- Edit the data Set.
- Click on “Save” button.
- If user cancels the process system re-direct to the Manage Blood Groups page.

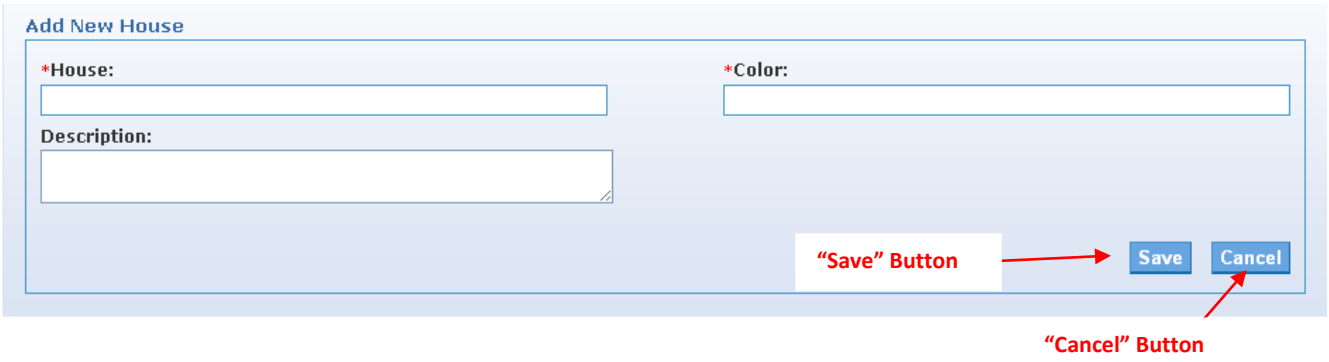
3.29.3 Delete Blood Group

Click on the “Delete” button. It is show a "Are you sure you want to delete this record?" popup message with “Ok” and “Cancel” Buttons. If user clicks on the “Ok” Button, it deleted the selected row which is highlighted in yellow color. If user clicks on “Cancel” Button it is cancel the delete process.

3.30 **Manage House**

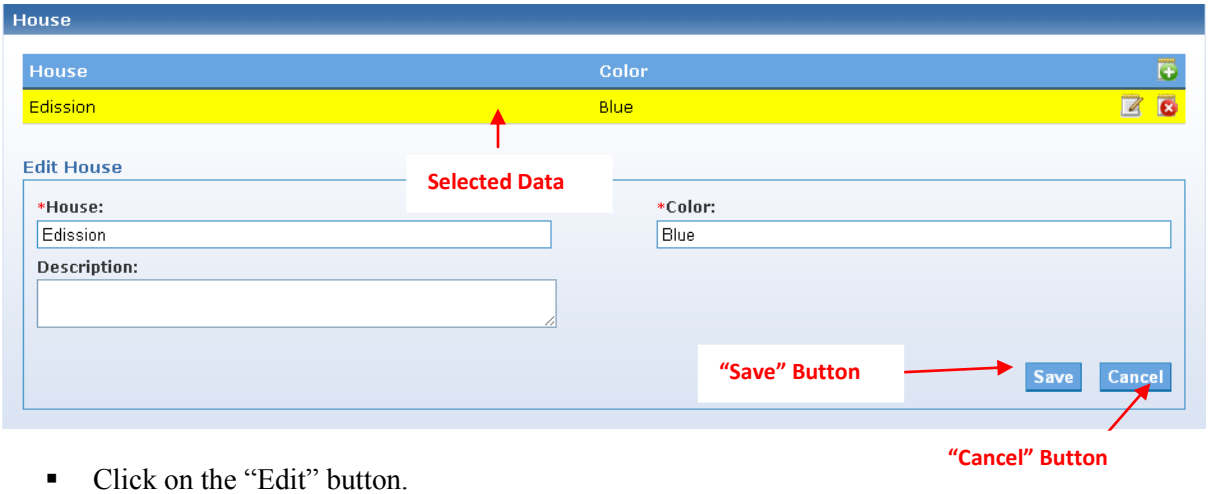


3.30.1 Add New House



- Click on the "Add" Button.
- Fill the Form.
- Click on "Save" button.
- If user cancels the process system re-direct to the Manage House page.

3.30.2 Edit House

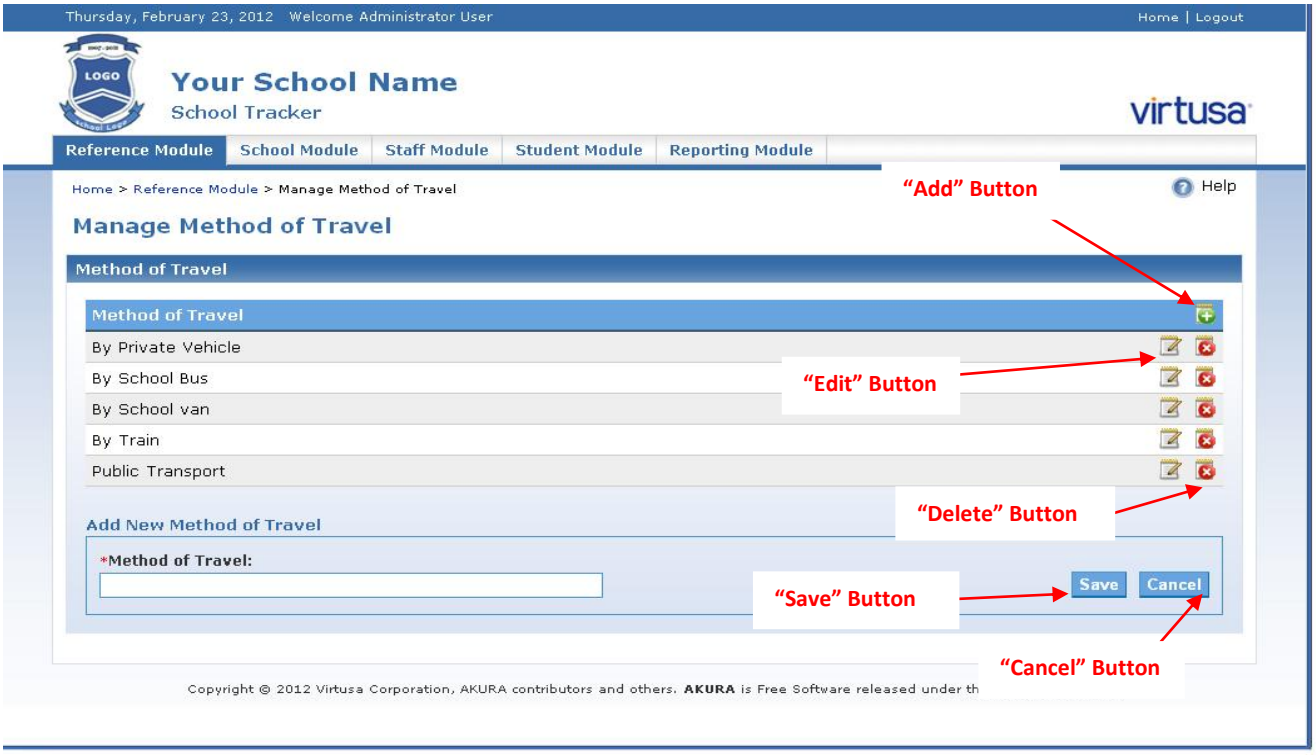


- Click on the "Edit" button.
- Edit the data Set.
- Click on "Save" button.
- If user cancels the process system re-direct to the Manage House page.

3.30.3 Delete House

- Click on the "Delete" button. It is show a "Are you sure you want to delete this record?" popup message with "Ok" and "Cancel" Buttons. If user clicks on the "Ok" Button, it deleted the selected row which is highlighted in yellow color. If user clicks on "Cancel" Button it is cancel the delete process.

3.31 **Manage method of Travel**

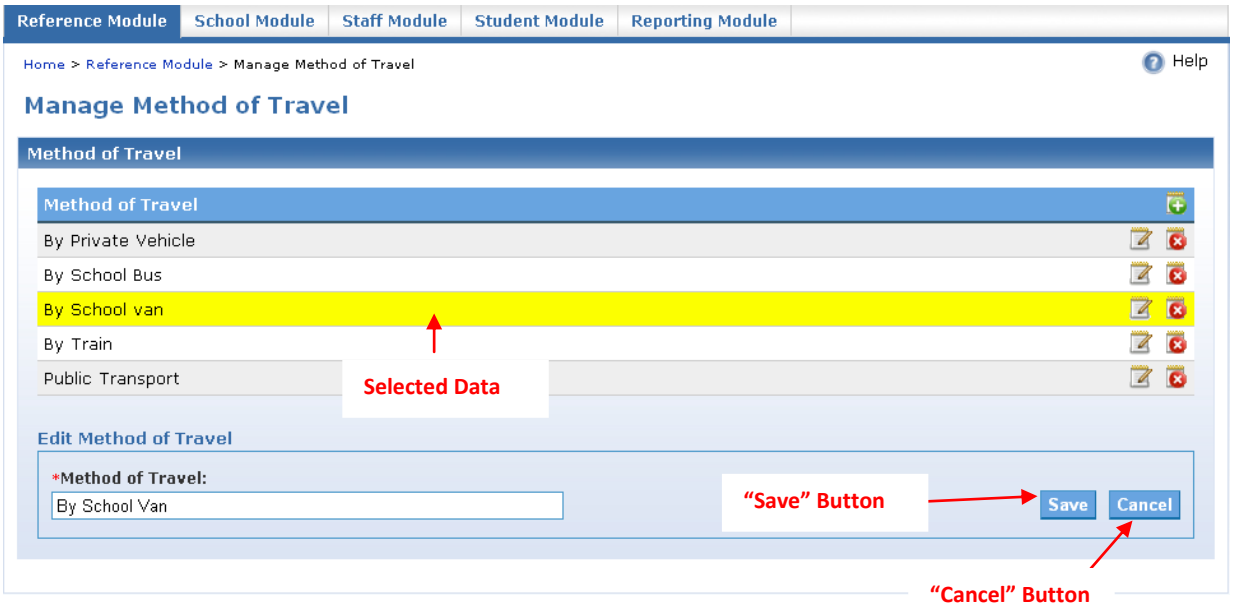


3.31.1 Add New Method of Travel

- Click on the "Add" Button.

- Fill the “Method of Travel” field.
- Click on “Save” button.
- If user cancels the process system re-direct to the Manage Method of Travel page.

3.31.2 Edit Method of Travel

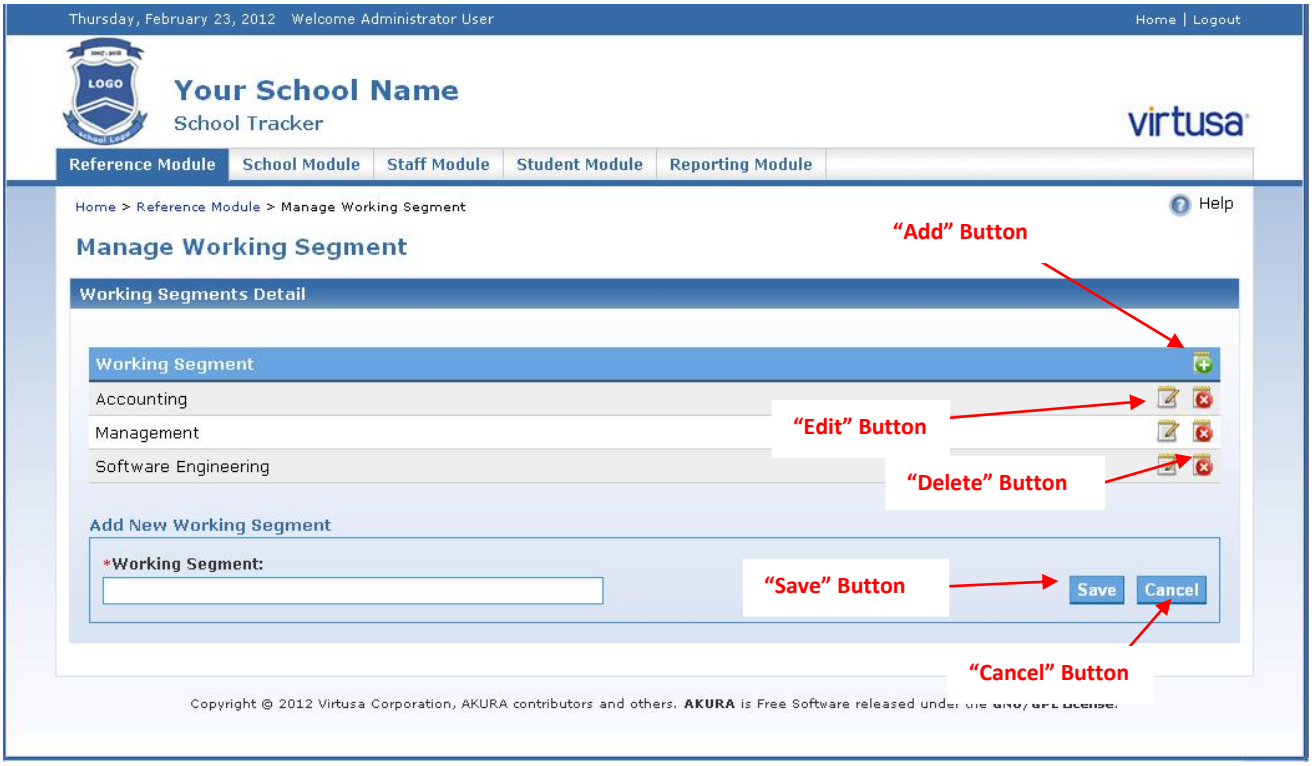


- Click on the “Edit” button.
- Edit the data Set.
- Click on “Save” button.
- If user cancels the process system re-direct to the Manage Method of Travel page.

3.31.3 Delete Method of Travel

- Click on the “Delete” button. It is show a "Are you sure you want to delete this record?" popup message with “Ok” and “Cancel” Buttons. If user clicks on the “Ok” Button, it deleted the selected row which is highlighted in yellow color. If user clicks on “Cancel” Button it is cancel the delete process.

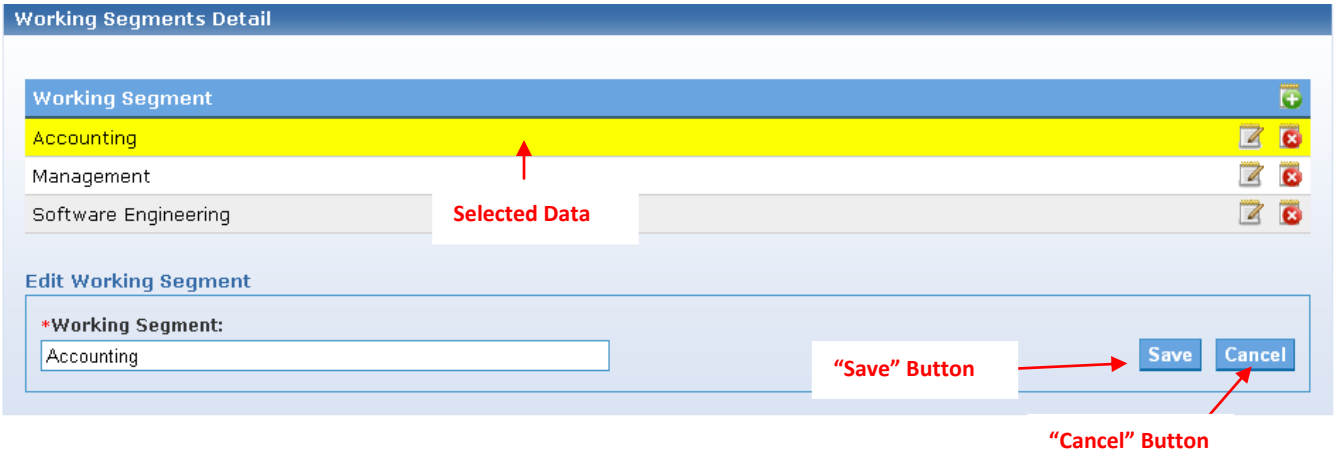
3.32 Manage Working Segment



3.32.1 Add New Working Segment

- Click on the "Add" Button.
- Fill the "Working Segment" fields.
- Click on 'Save' button
- If user cancels the process system re-direct to the Manage Working Segment page.

3.32.2 Edit Working Segment

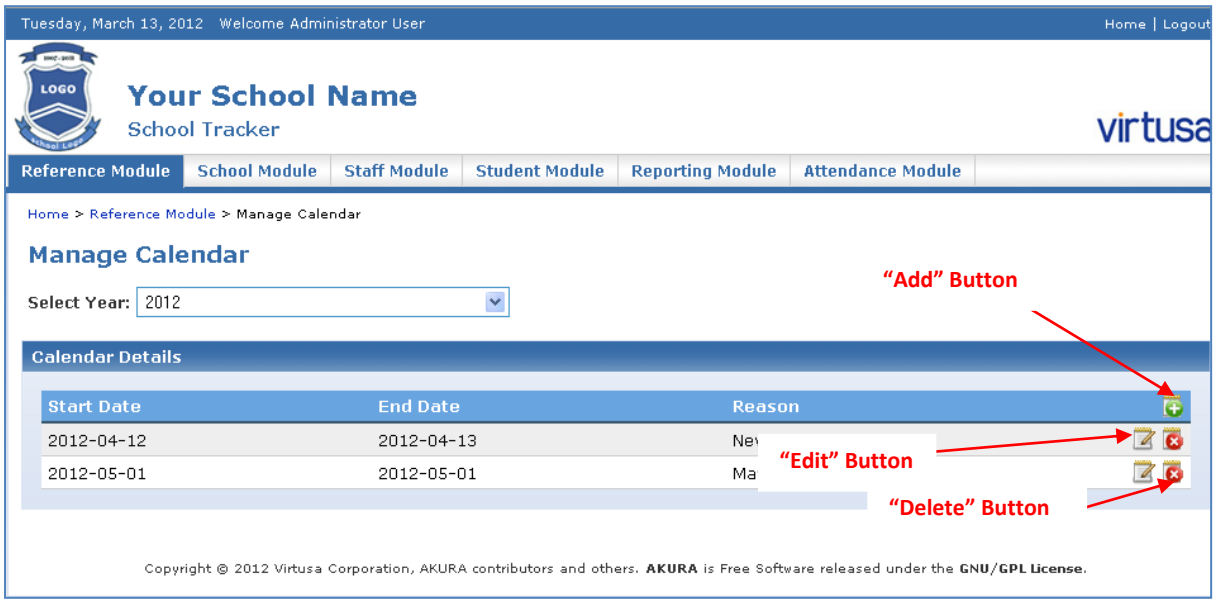


- Click on the "Edit" button.
- Edit the data Set.
- Click on "Save" button.
- If user cancels the process system re-direct to the Manage Working Segment page.

3.32.3 Delete Working Segment

- Click on the “Delete” button. It is show a "Are you sure you want to delete this record?" popup message with “Ok” and “Cancel” Buttons. If user clicks on the “Ok” Button, it deleted the selected row which is highlighted in yellow color. If user clicks on “Cancel” Button it is cancel the delete process.

3.33 Manage Calendar



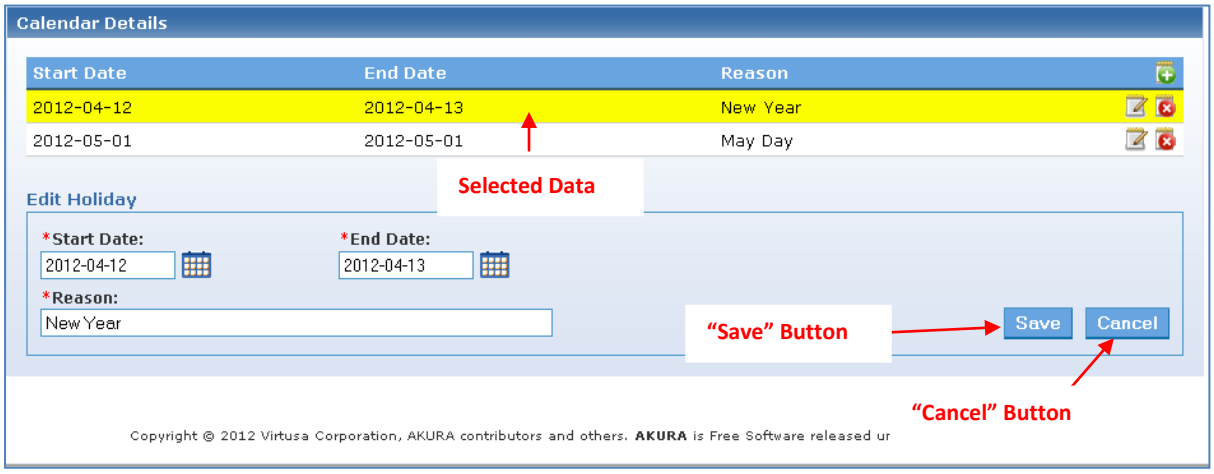
3.33.1 Select Year

- Select Year from the Select Year drop down

3.33.2 Add New Holiday

- Click on the "Add New Holiday" Button.
- Fill the Start Date, End Date fields.
- Fill the Reason field.
- Click on 'Save' button.
- If user cancels the process system re-direct to the Manage Calendar page.

3.33.3 Edit Holiday



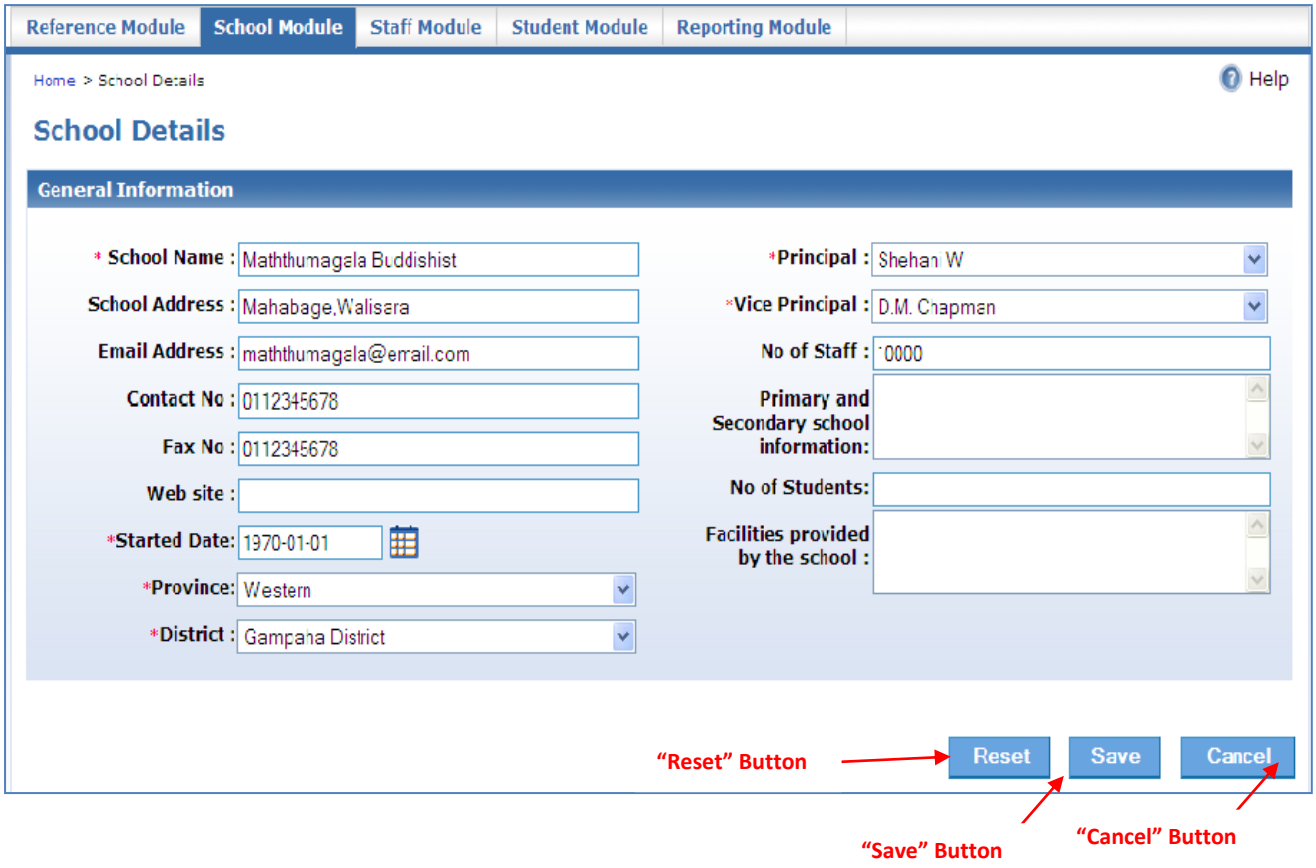
- Click on the "Edit" button.
- Edit the data Set.
- Click on "Save" button.
- If user cancels the process system re-direct to the Manage Calendar page.

3.33.4 Delete Holiday

- Click on the "Delete" button. It is show a "Are you sure you want to delete this record?" popup message with "Ok" and "Cancel" Buttons. If user clicks on the "Ok" Button, it deleted the selected row which is highlighted in yellow color. If user clicks on "Cancel" Button it is cancel the delete process.

4 School Module

The School Module provides facilities to track the information regarding a School including address, principal details, vice principle details, school capacity, etc.



4.1.1 Add/Update School Details

- Using this page user can setup the school details.
- Enter the following required details:

  School Name

  Started Date

  Province – User should be adding the required province by using reference module (Manage Province) if the doesn't have "Province" in drop down.

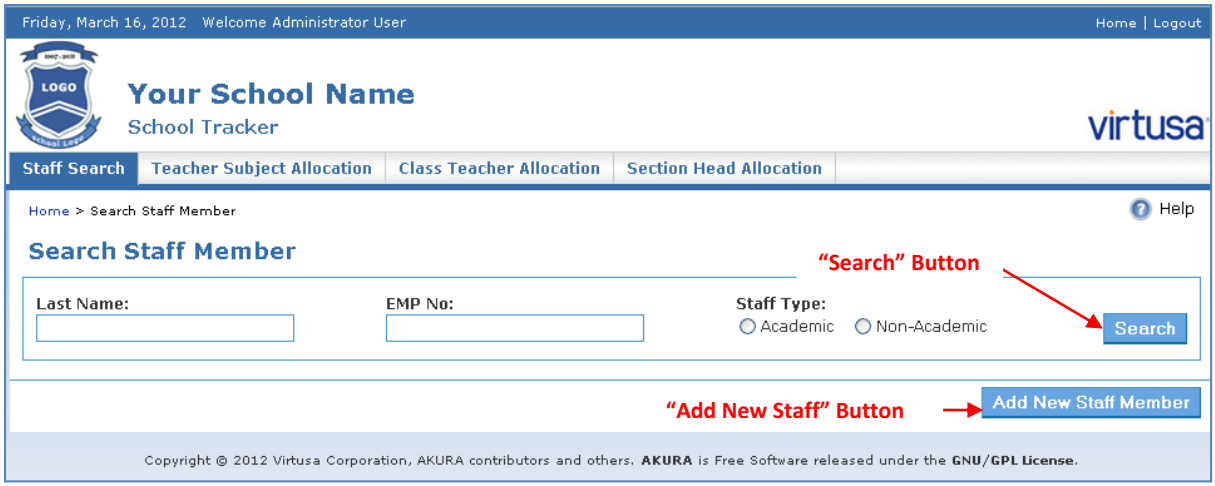
  District - User should be adding the required district by using reference module (Manage District) if the doesn't have "District" in drop down.

  Principal - User should be adding the required principal by using staff module if doesn't have the staff member name in drop down.

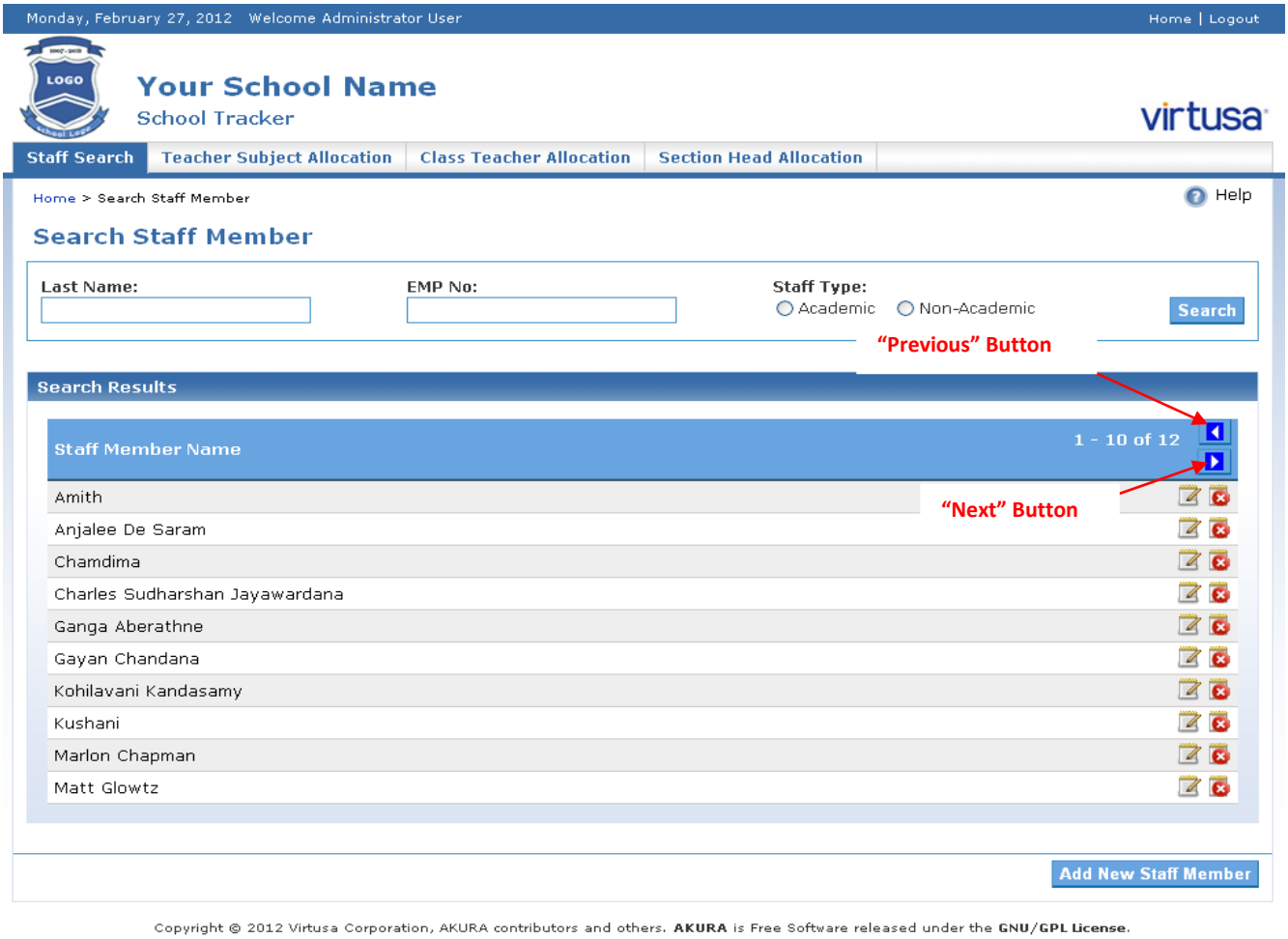
  Vice Principal - User should be adding the required Vice principal by using staff module if doesn't have the staff member name in drop down.
- If you want enter other non required details.
- Click on "Save" button to add the School.
- If user wants cancel the process. Click "Cancel" button. Then user re-directed to the School details page.

5 Staff Module

The Staff Module provides the functionality to manage (add / edit / delete) Staff related details and assign day to day responsibilities to Staff Member. This includes the following functionalities.



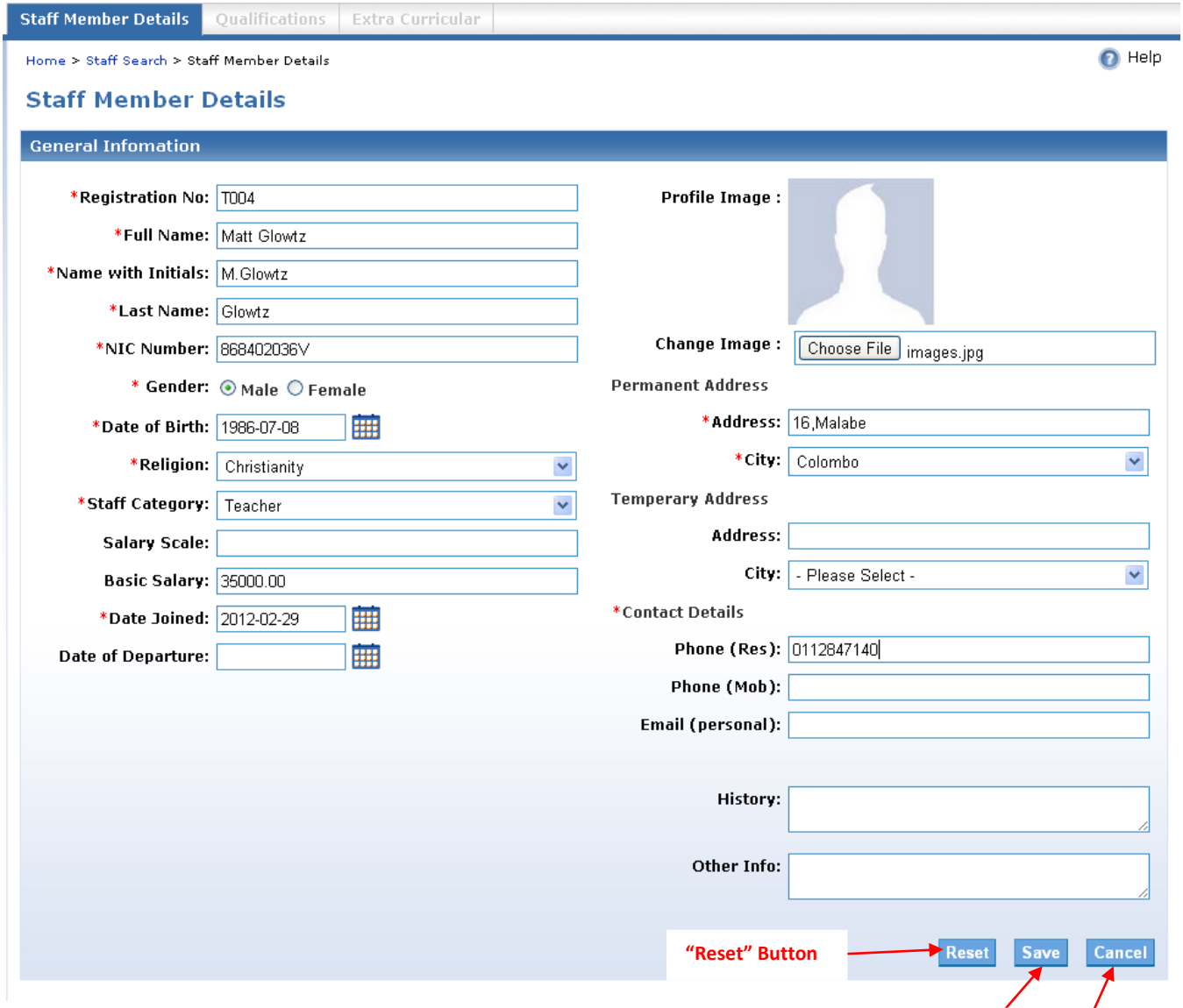
5.1.1 Search Staff Member



- Enter the search key. You can search particular staff member using "staff member type", "staff member last name" or "staff member employee number".
- Click "Search" button.
- Click on the name of the Particular staff member to view personal details.

5.1.2 Staff Profile

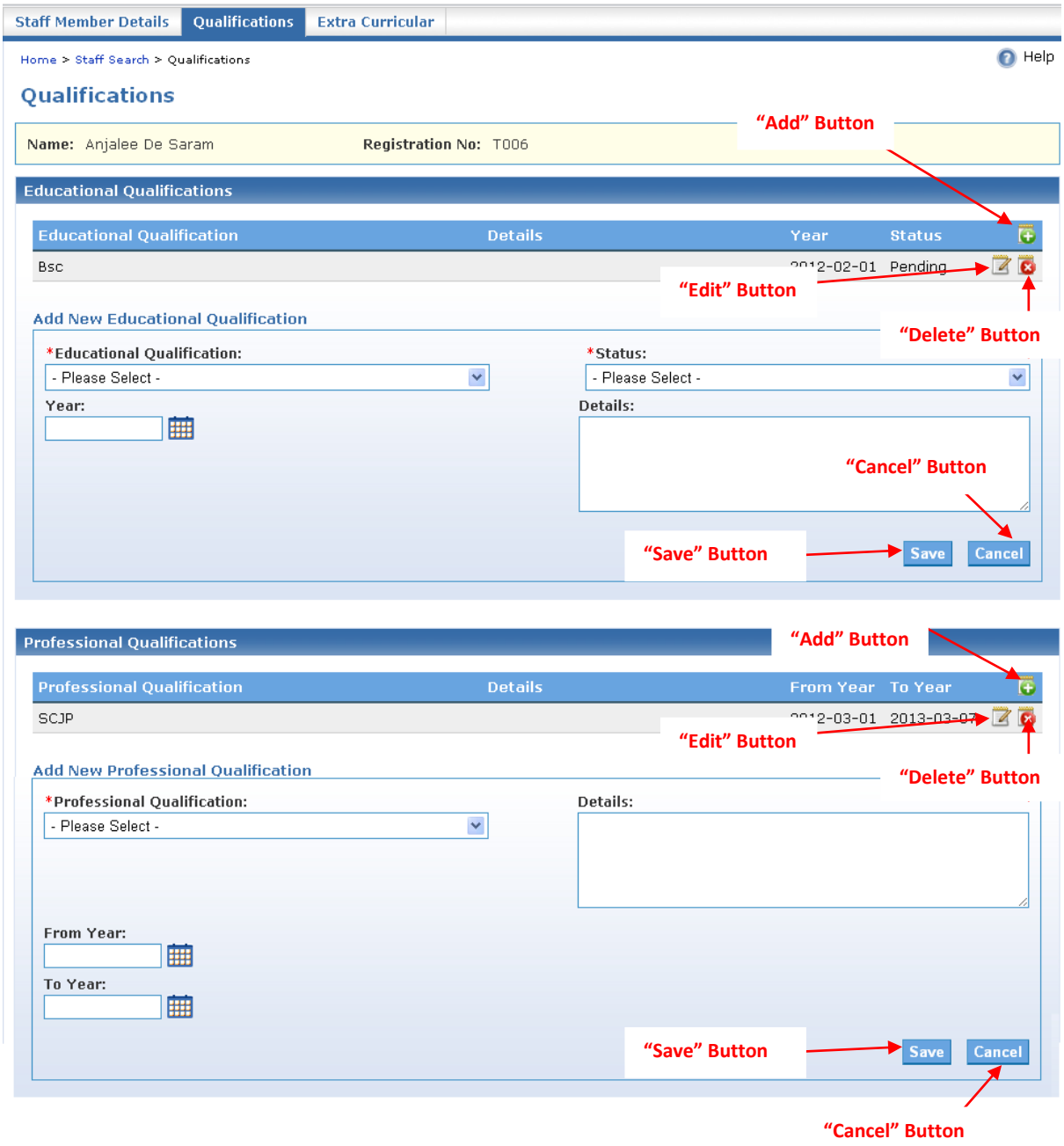
5.1.2.1 Add New Staff Member



- Click on the "Add New Staff Member" button.
- Then enter the staff member details on the Staff Member Details Page.
- Click on "Save" button.

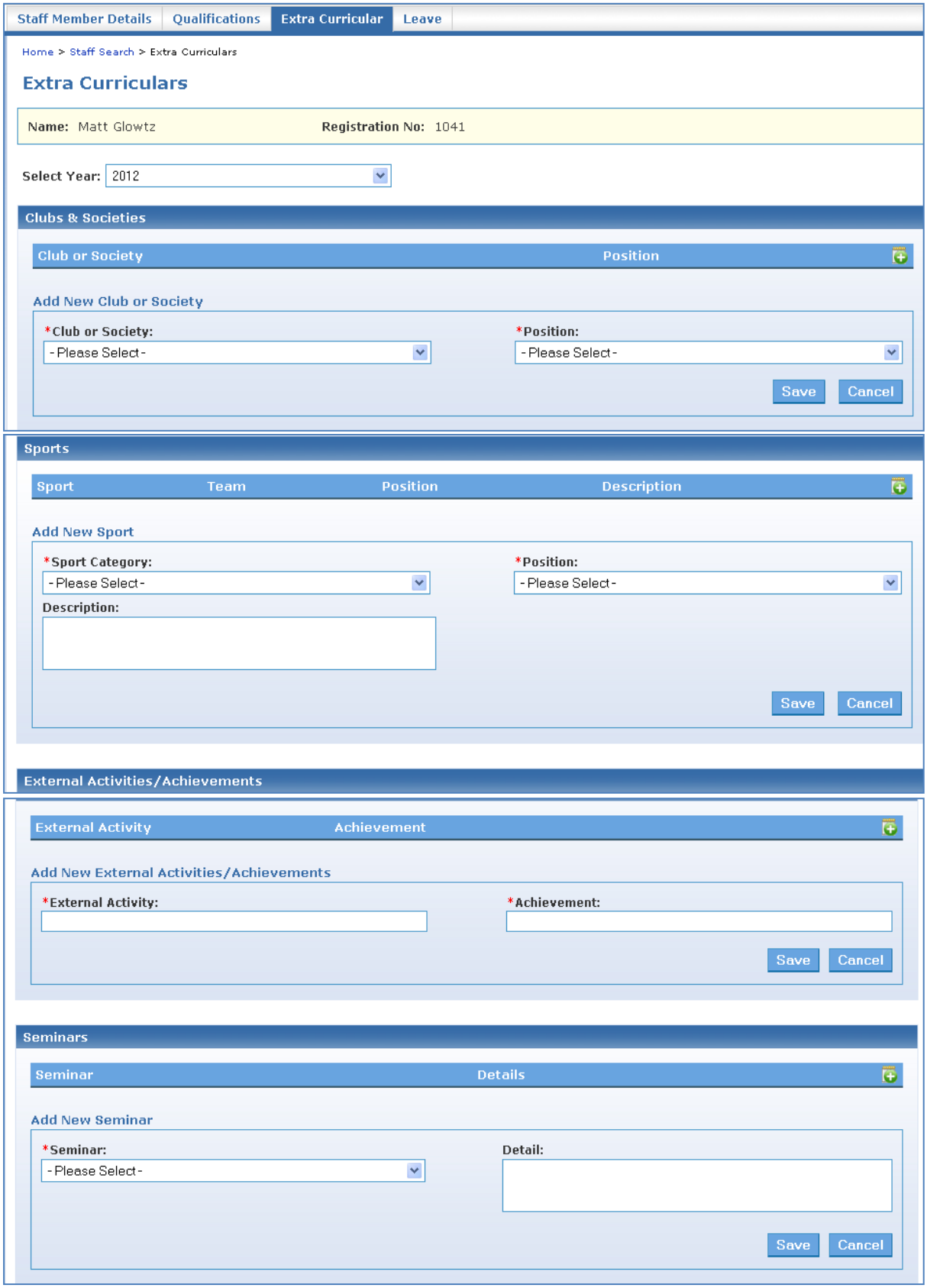
5.1.2.2 Qualification

- Search the staff member.
- Click "Edit" button or click on top of the Staff member name.
- Click on "Qualifications" tab.
- Now user can add/edit/delete the "Educational Qualification" and "Professional Qualification"



5.1.2.3 Extra Curricular

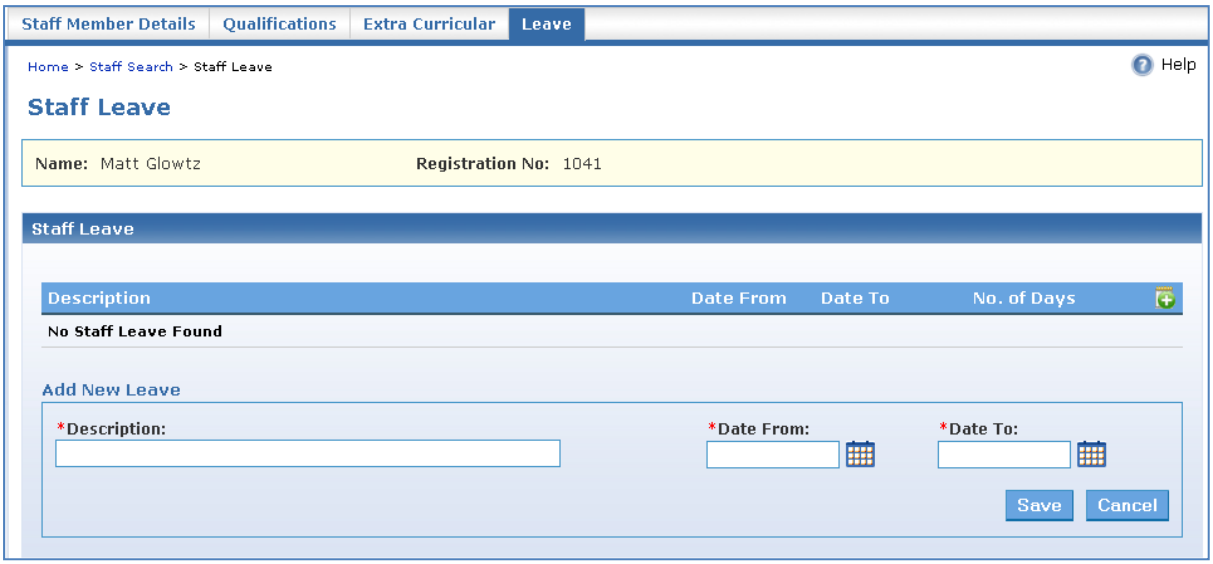
- Search the staff member.
- Click "Edit" button or click on top of the Staff member name.
- Click on "Extra Curricular" tab.
- Select the year
- Now user can add/edit/delete the "Clubs or Societies" , Sports, External Activities/Achievements and Seminars



5.1.2.4 Leave

- Search the staff member.
- Click “Edit” button or click on top of the Staff member name.

- Click on “Leave” tab.
- Now user can add/edit/delete the leave

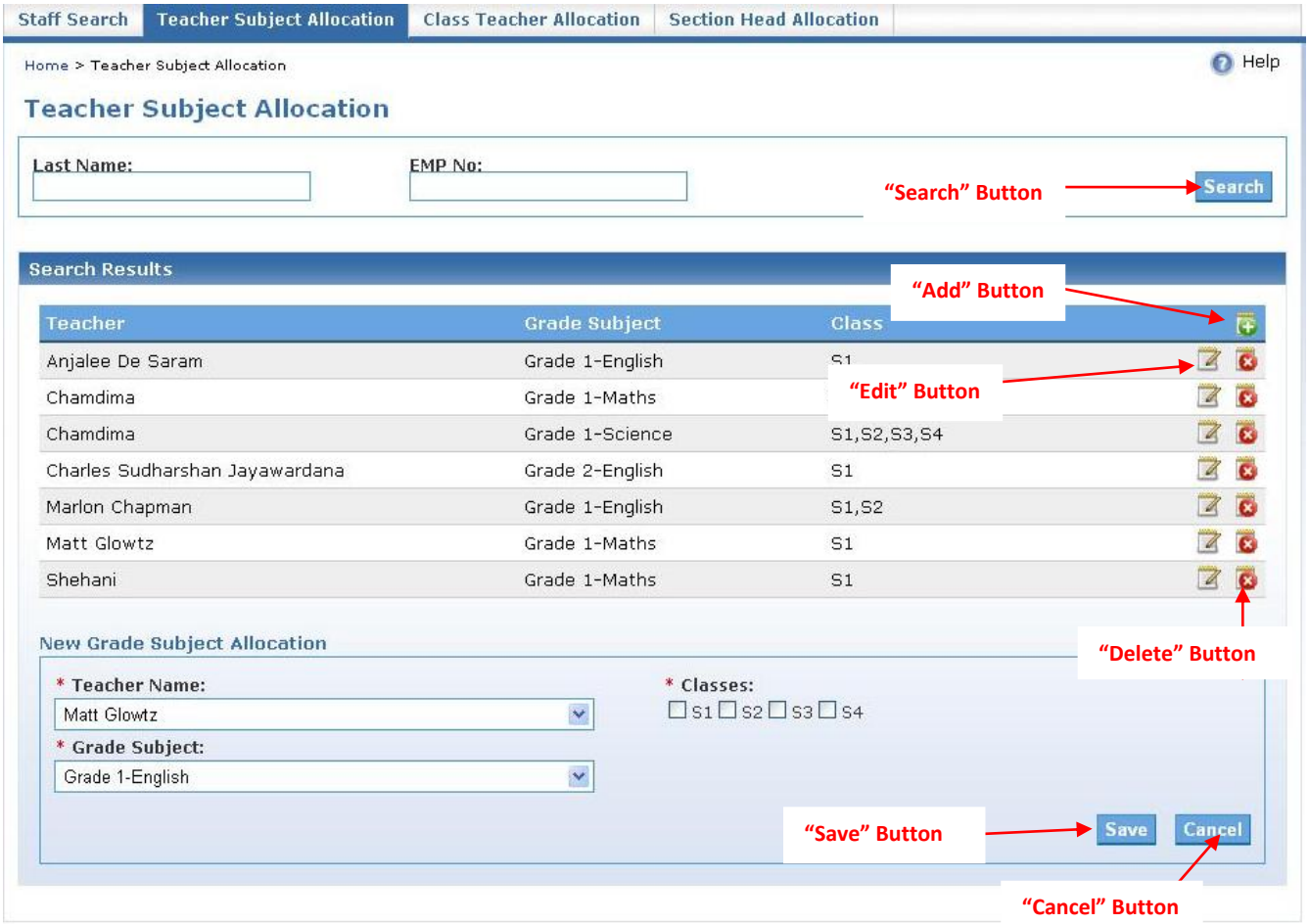


5.1.2.5 Delete Staff Member

- First Search the staff member.
- Click on the “Delete Staff Member” button of the Particular staff member to delete particular staff member.
- The confirmation box will display. Click 'OK' to continue delete process or click 'Cancel' to stop delete.

5.1.3 Teacher Subject Allocation

Using this page you can allocate subjects and classes to a teacher.



5.1.3.1 Search Teacher Subject Allocation

- Enter the Search Criteria(Last Name/ EMP No)
- Click "Search" button to get the Search Result.

5.1.3.2 Add New Grade Subject Allocation

- Please click "New Grade Subject Allocation".
- Fill the required details
- Click on "Save" button.

5.1.3.3 Edit Teacher Subject Allocation

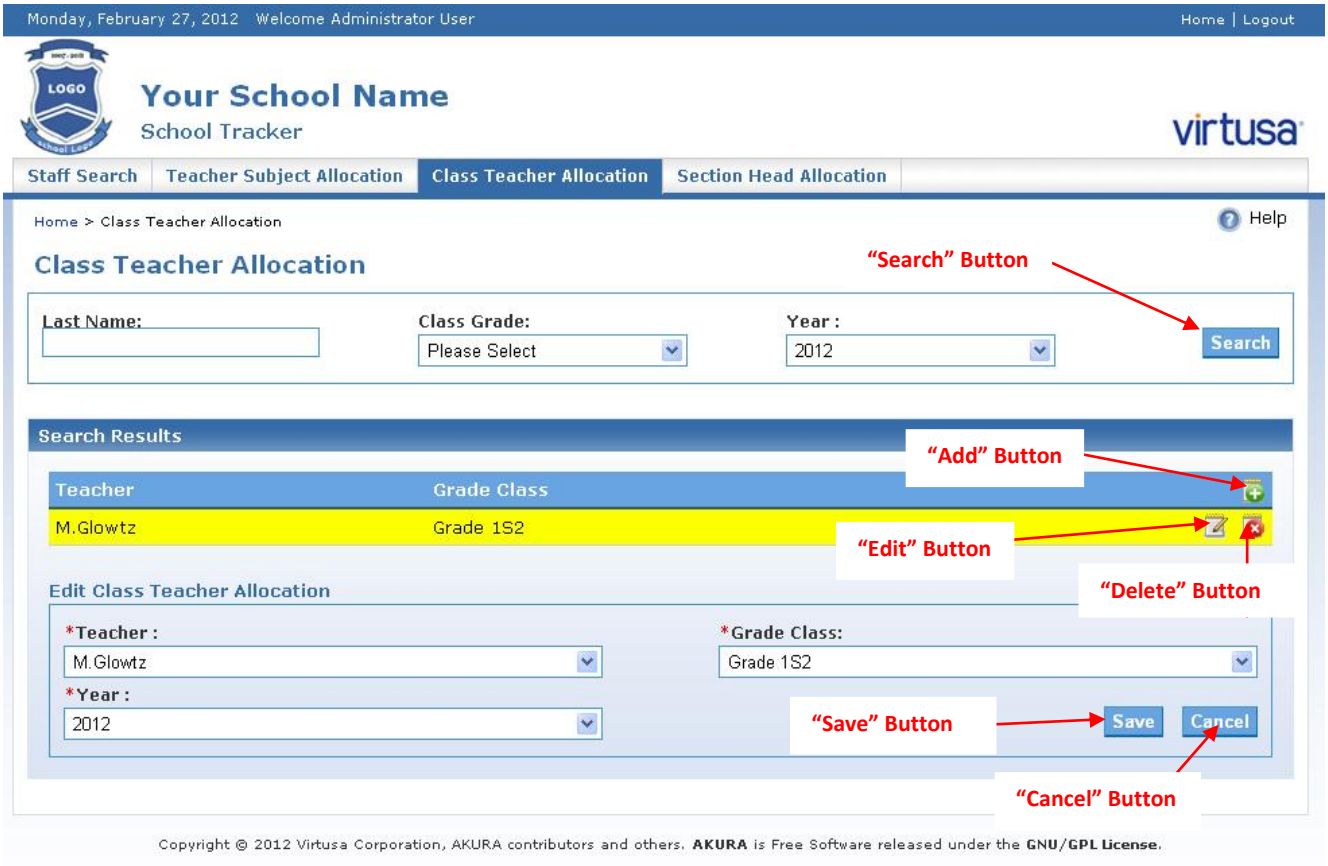
- First Search the teacher.
- Click on the "Edit" button.
- Edit the data set
- Click on "Save" button.

5.1.3.4 Delete Teacher Subject Allocation

- First Search the teacher.
- Click on the "Delete Teacher Subject Allocation "button.
- The confirmation message will display.
- Then click Ok button to delete selected record or cancel button to cancel the deletion.

5.1.4 Class Teacher Allocation

Using this page you can allocate teacher for the class.



5.1.4.1 Search Class Teacher allocation

- Enter the Search Criteria (Last name/Class Grade/Year)
- Click on "Search" button to get a Search Result.

5.1.4.2 Add Class Teacher allocation

- Please click "Add" Button.
- Enter the following details.
- Click on save button

5.1.4.3 Edit Class Teacher allocation

- First Search the teacher.
- Click on the "Edit" Button.
- Edit the data set.
- Click on "Save" button.

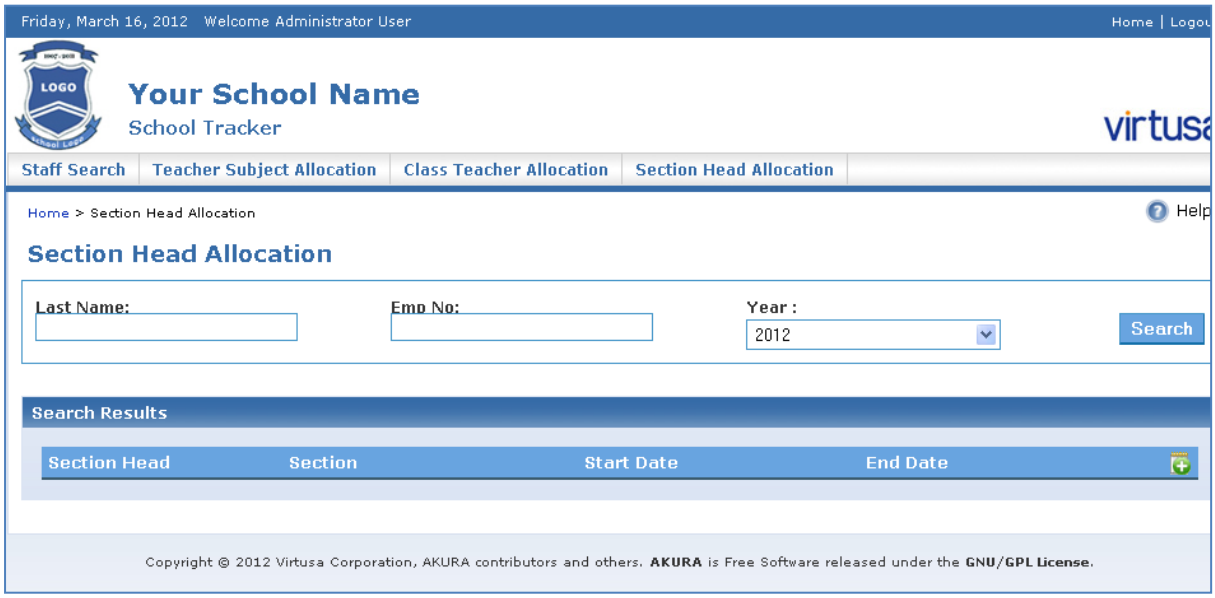
5.1.4.4 Delete Class Teacher allocation

- First Search the teacher.
- Click "Delete" button of the selected record.
- The confirmation message will display.

- Then click Ok button to delete selected record or cancel button to cancel the deletion.

5.1.5 Section Head Allocation

Using this page you can allocate Section Head.



5.1.5.1 Search Section Head Allocation

- Enter the Search Criteria.
- Click “Search” button to get a list.

5.1.5.2 Add New Section Head Allocation

- First Search the Section Head.
- Click “New Section Head Allocation” Button.
- Enter the required details.
- Click “Save” button.
- Click on “Reset” button to reset.

5.1.5.3 Edit Section Head Allocation

- First Search the Section Head.
- Click on the “Edit” button.
- Edit the details of the selected record.
- Click “Save” button.
- Click “Cancel” button to cancel the edited details.

5.1.5.4 Delete Section Head Allocation

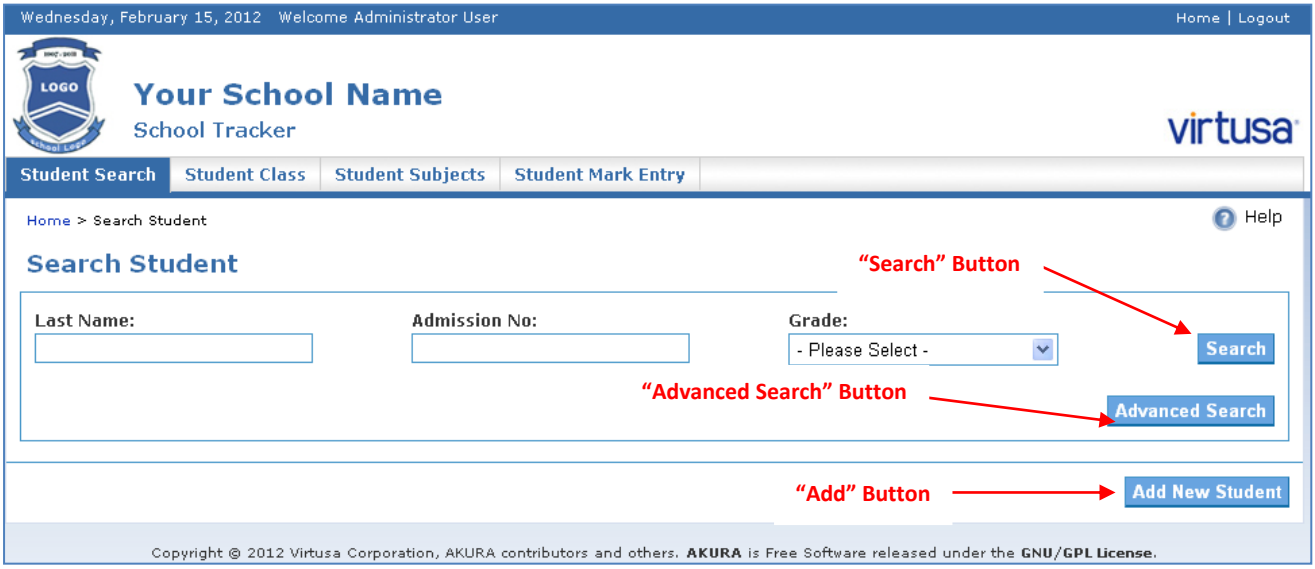
- First Search the Section Head.
- Click “Delete” button of the selected record.

- The confirmation message will display.
- Then click Ok button to delete selected record or cancel button to cancel the deletion.

6 Student Module

The Student Module provides the functionality to add / edit / delete all Student related information in the system. This includes the following functionalities.

6.1.1 Search Students



User can search students by providing one or many criteria of following data.

- Last Name
- Admission No
- Grade

Enter the Search Criteria.

Click on "Search" button to get the Search Result.

6.1.1.1 Advanced Search

User can search students by providing one or many criteria of following data.

- By Class
- By Sport
- By Subject
- By Prefect Type

Select the "Search" Criteria and click on the "Advance Search" Button to get the search results.

6.1.2 Student Profile

Monday, February 27, 2012 Welcome Administrator User — Home | Logout

Your School Name
School Tracker

virtusa

Student Details | Religious Activities | Academic Life | Co-Curricular | Discipline | Absent | Parent Details | Attendance

Home > Student Search > Student Details

Religious Activities 0 % | Academic Life 8 % | Co-Curriculars 95% | Help

Student Details

General Info

*Admission No: 1076
*Full Name: Gayan Chandana
*Name with Initials: L.L. Gayan Chandana
*Last Name: Kumara
* Gender: Male Female
*Date of Birth: 2012-02-01
*Date of Admission: 2012-03-01
*1st day at School: 2012-03-01
*Religion: Buddhism
* Status: Current Student Past Student
*Study Medium: Sinhala
*Nationality: Sri Lankan
*BloodGroup: A+
*School House: Bonjean
*Mehod of Travel: By School van
National ID Number:

Profile Image :

Change Image : Choose File No file chosen

Permanent Address
*Address: No 2A, Horape,Ragama
*City: Gampaha

Temporary Address
Address:
City: ----------Please Select----------

Contact Details
Phone (Res):
Phone (Mob):
Email Address:

Previous School Detail

School Transferred From:
Studied Grade:
Studied From Date:
Studied To Date:

Grade Passed:
Studied Medium: ----------Please Select----------
Reason For Leaving:

Disabilities

Allergies and Medical Notes:
Disability Information:
Hearing Impairment:
Visual Impairment:
Speech: (Language Difficulties)

Dyslexia:
Physical Disabilities:
Fits:
Behavior Difficulties:
Other:

Emergency Contact

Full Name:
Name with Initials:
Last Name:
Relationship: ----------Please Select----------

Phone (Res):
Phone (Mob):
Phone (Off):
Email Address:

"Reset" Button → Reset | Save | Cancel

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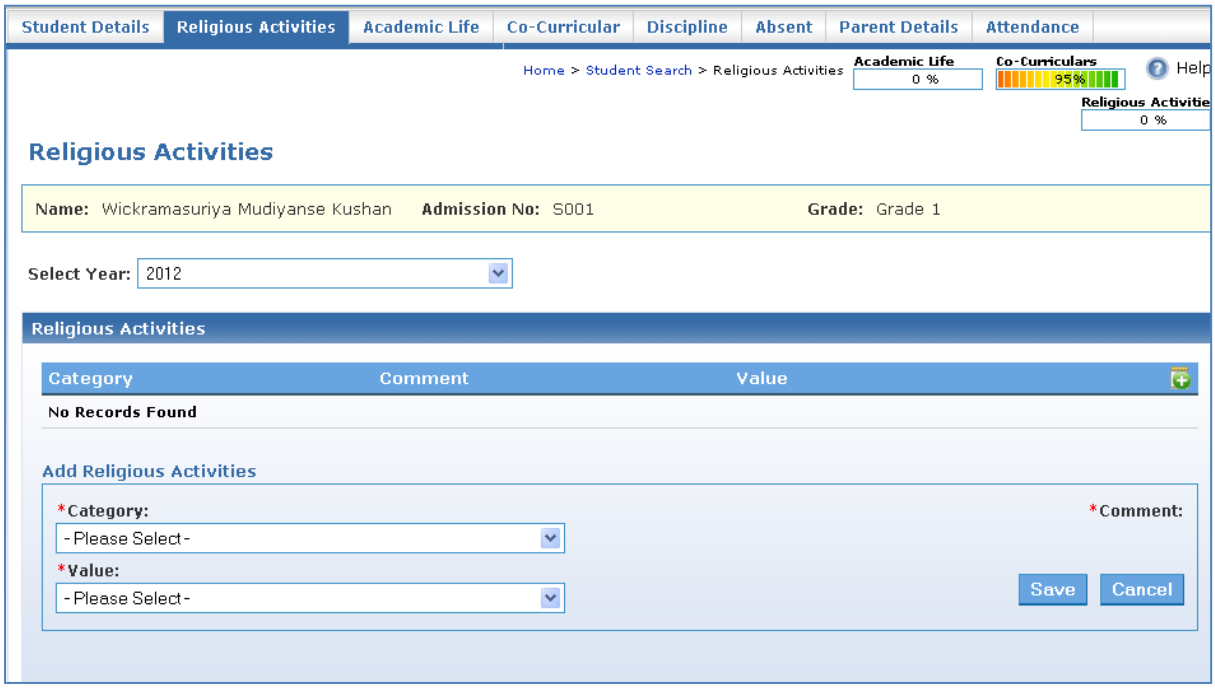
"Save" Button

"Cancel" Button

6.1.2.1 Add New Student

- Click on “Add” Button.
- Enter the Student details.
- Click “Save” Button.
- Click 'Reset' to clear form data.
- Click 'Cancel' to navigate away from the page and return to the student search page.

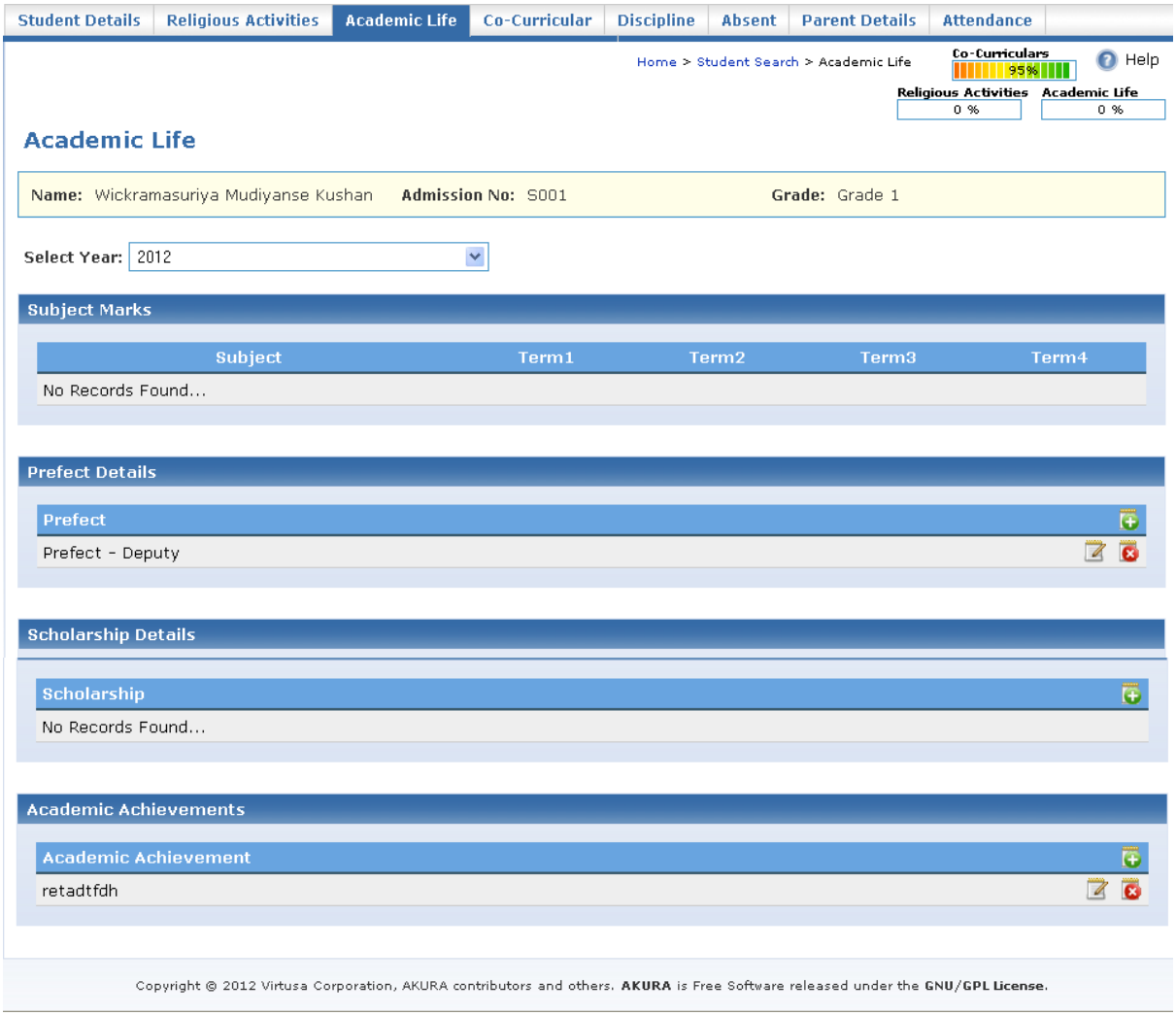
6.1.2.2 Religious Activities



- Religious Activities and Spiritual & Value Education
- Using this page you can manage student Religious Activities and Spiritual & Value Education information for the selected student.
  If there are any existing Religious Activities and Spiritual & Value Education details it is displays on the page.

Before adding the Value information makes sure that the required reference data has been entered to the system from the Reference Module.

6.1.2.3 Academic Life

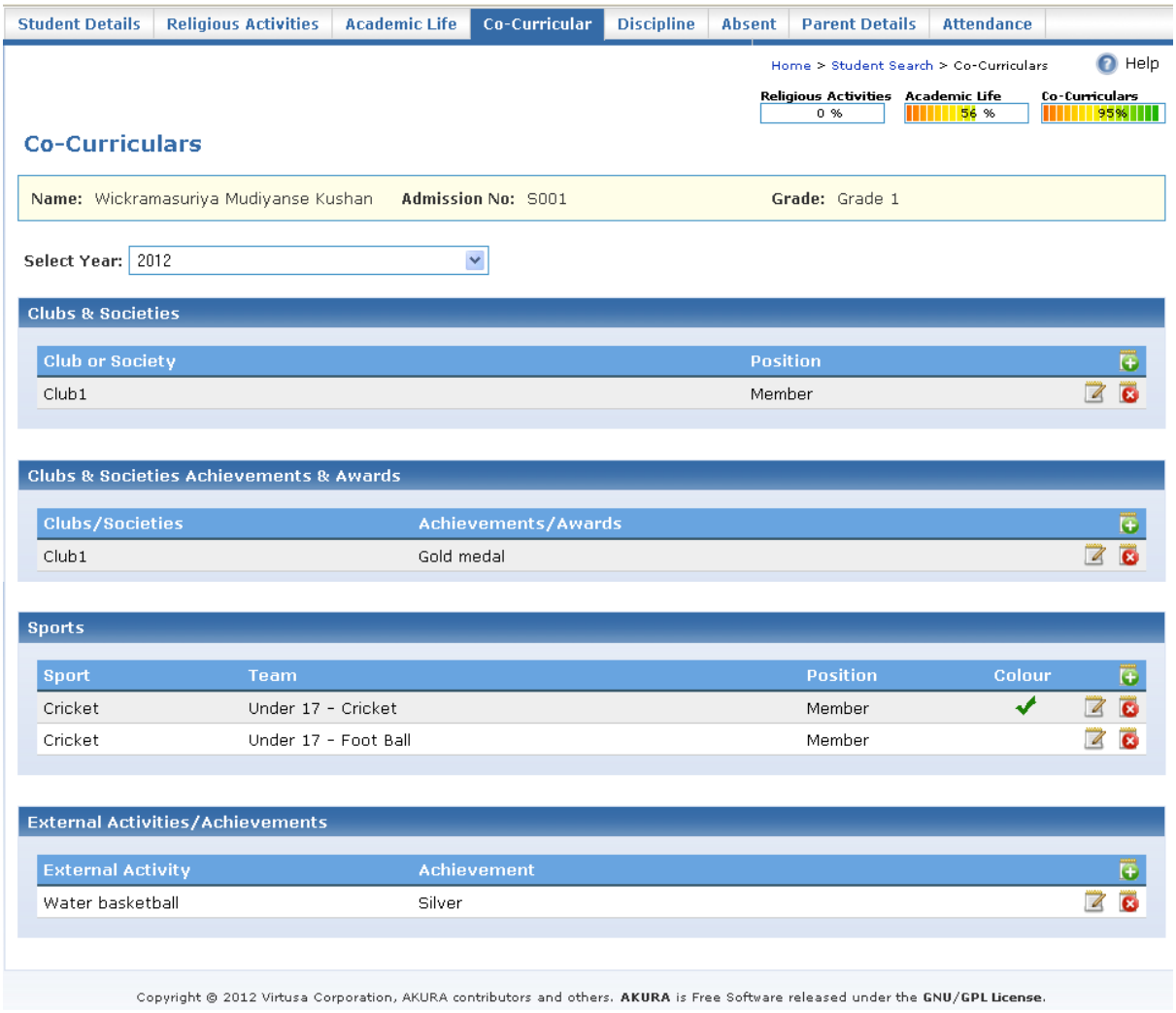


Using this page you can manage student Academic Life information for the selected student.

- In Academic Life page, user can Add/Edit and Delete the Subject marks, Prefect Details, Scholarship Details and Academic Achievements for that relevant student.

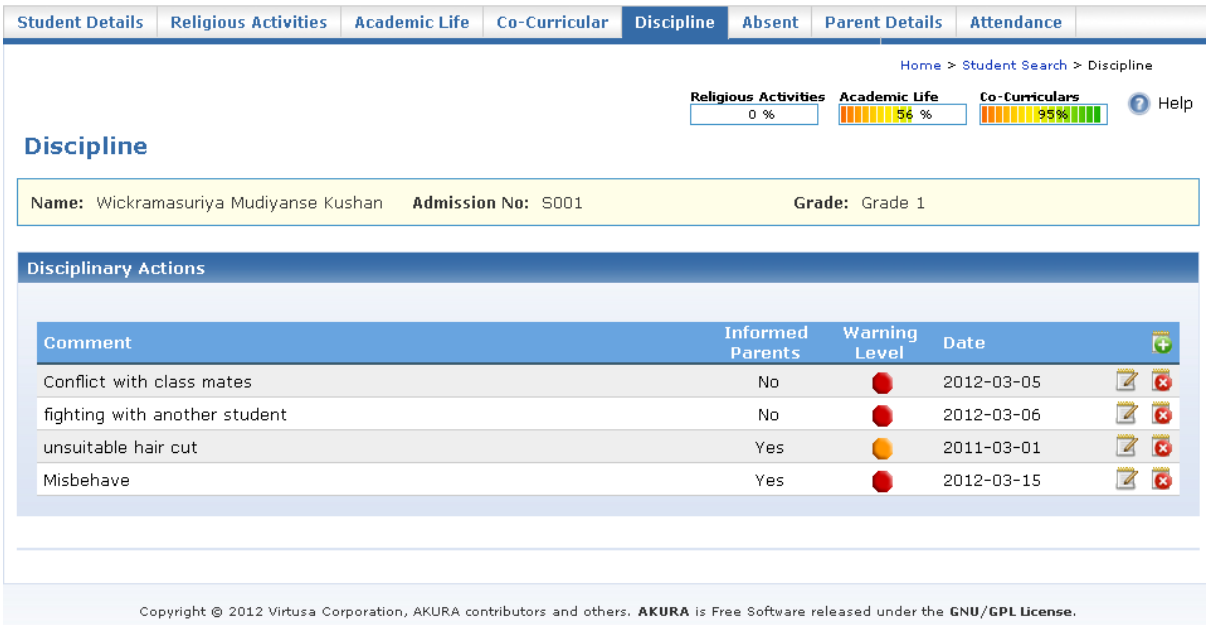
6.1.2.4 Co-Curricula

- In Co-Curricula page, user can Add/Edit and Delete the Clubs & Society, Clubs & Societies Achievements & Awards, Sports, and External Activities/Achievements for that relevant student.



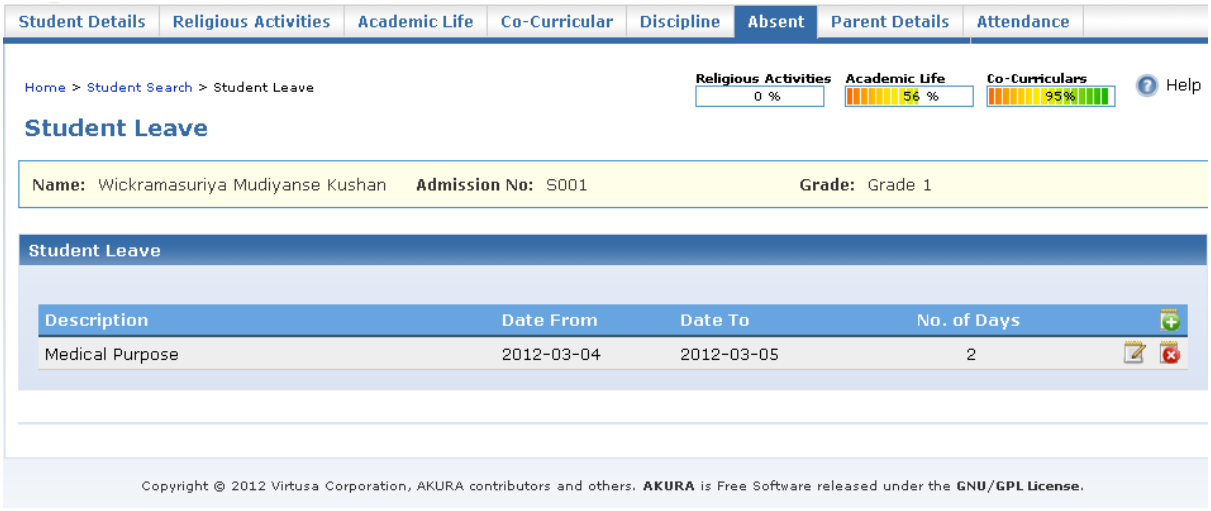
6.1.2.5 Discipline

- In Discipline page, user can add/edit or delete the disciplinary actions taken to the relevant student.



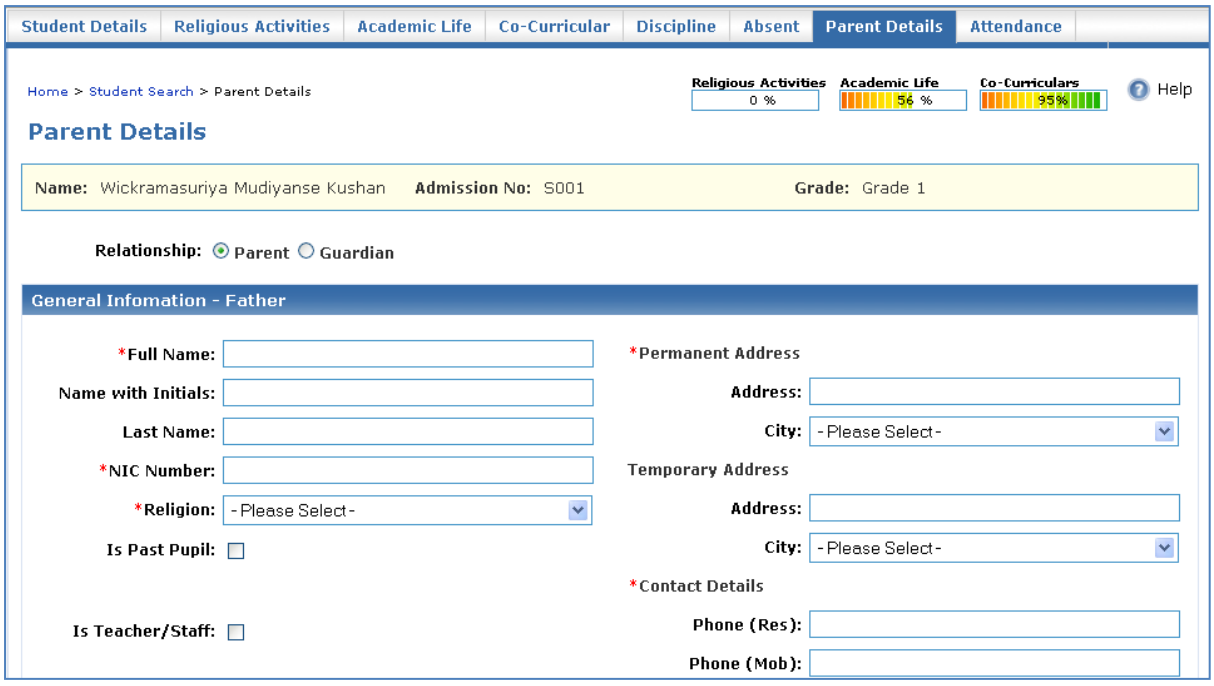
6.1.2.6 Absent

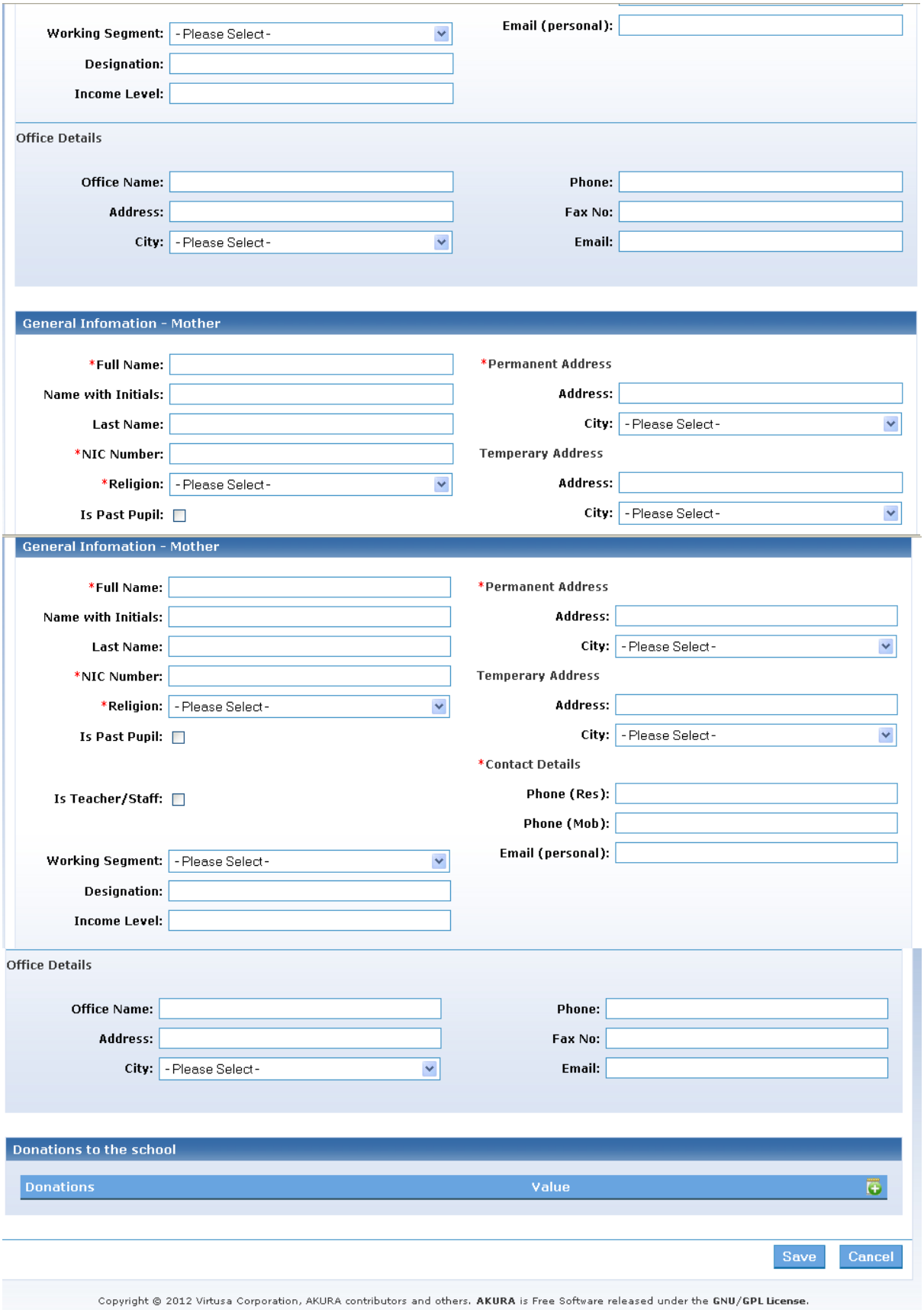
- In Absent page, User can add /edit or delete the absent reason and the duration of the absent (From date and to date).



6.1.2.7 Parent Details

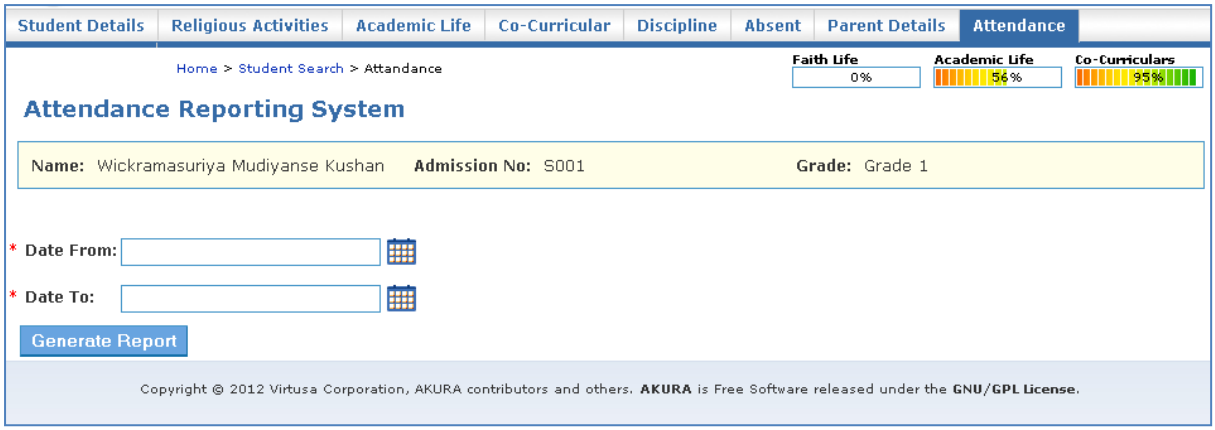
- In parent details page contain two options.
  - Parent Details
    In Parent details page, user can enter the parent details. User should be able to enter the Father or mother details of the relevant student.
  - Guardian Details
    In the Guardian Details page user can enter the guardian details for the student. This option is to student who does not have parents.





6.1.2.8 Attendance

- In attendance page, user can generate report of the attendance of the selected student for the particular date range



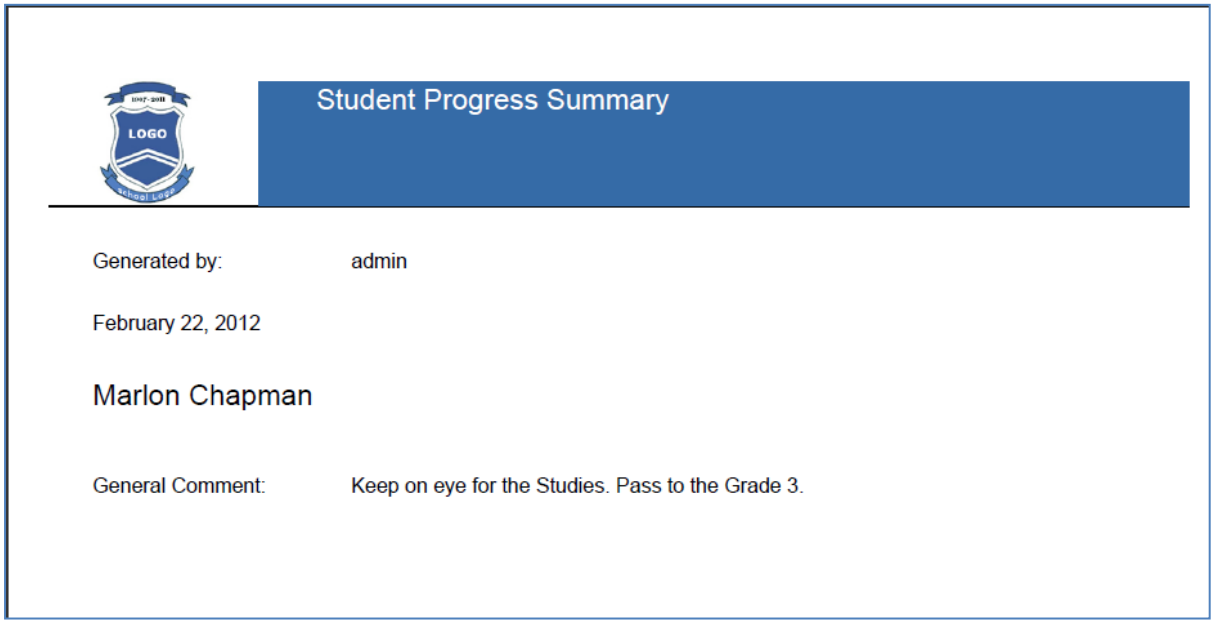
You can view the attendance of the selected student

6.1.2.9 Message Boards

Using this page you can view student progress and save it into any location. Then attach it to the email and send to the relevant student's parent or the guardian.

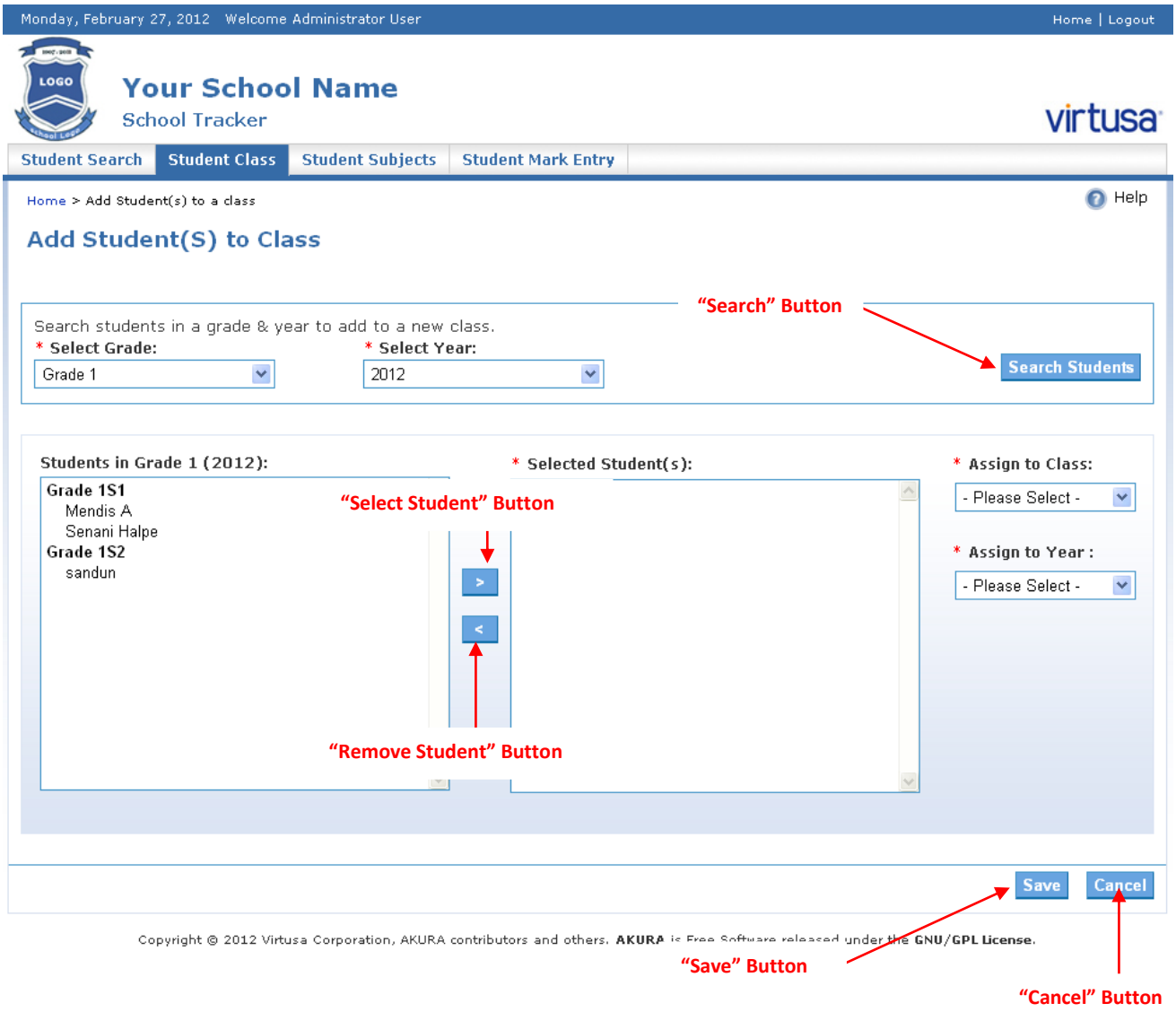
- **Preview Report**
  Enter comment for the relevant student.
  Click 'Preview Report' button.
  This report provides the progress of following areas
  Line chart for the student's marks for all terms for the current year and categorized by the subjects.
- **Send Email**
  First generate the “Report”.
  Click on “Send Email” button. Before that user should be enter the Parent email details for that student.

You can view the progress Summary of the student


LOGO
Student Progress Summary
Generated by: admin
February 22, 2012
Marlon Chapman
General Comment: Keep on eye for the Studies. Pass to the Grade 3.

6.1.3 Student Class

Using this page you can assign student to a class



6.1.4 Search Students

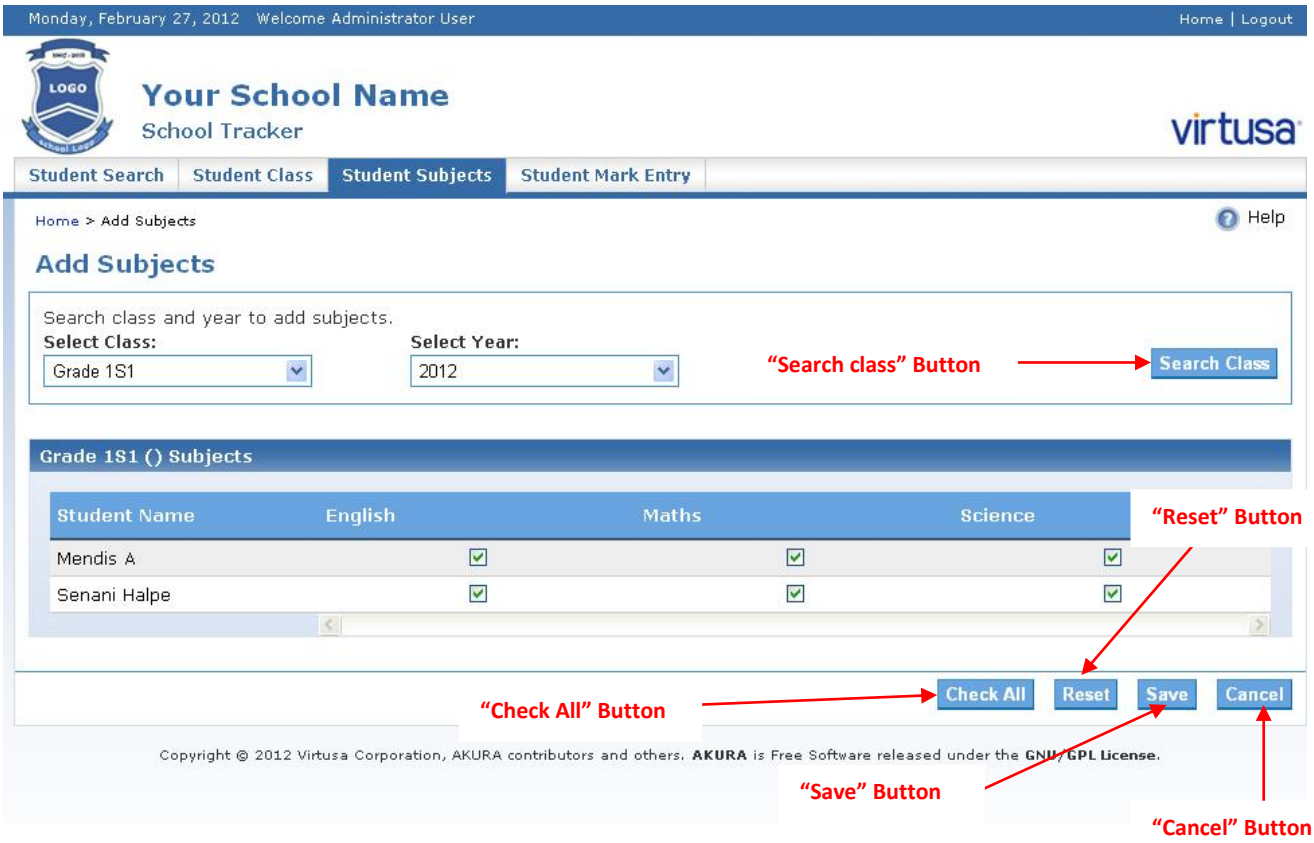
- Select the grade using "Select Grade" drop down. You can either select new students or exiting grade from the drop down.
- Select the year using the "Select Year" drop down.
- Click the "Search Students" button.

6.1.4.1 Assign to class

- Search the Select the students from Students in () list box
- Click on "Select Students" button.
- The selected students will be moved to "Selected Students". If you want to remove the students from the selected list, you can use "Remove Students" button.
- Select the class from "Assign to Class" drops down.
- Select the year from "Assign to Year" drop down.
- Click on "save" button.

6.1.5 Student Subjects

Using this page you can assign subjects to students. Once you assign students to classes, you can assign subjects to them.



6.1.5.1 Search Class

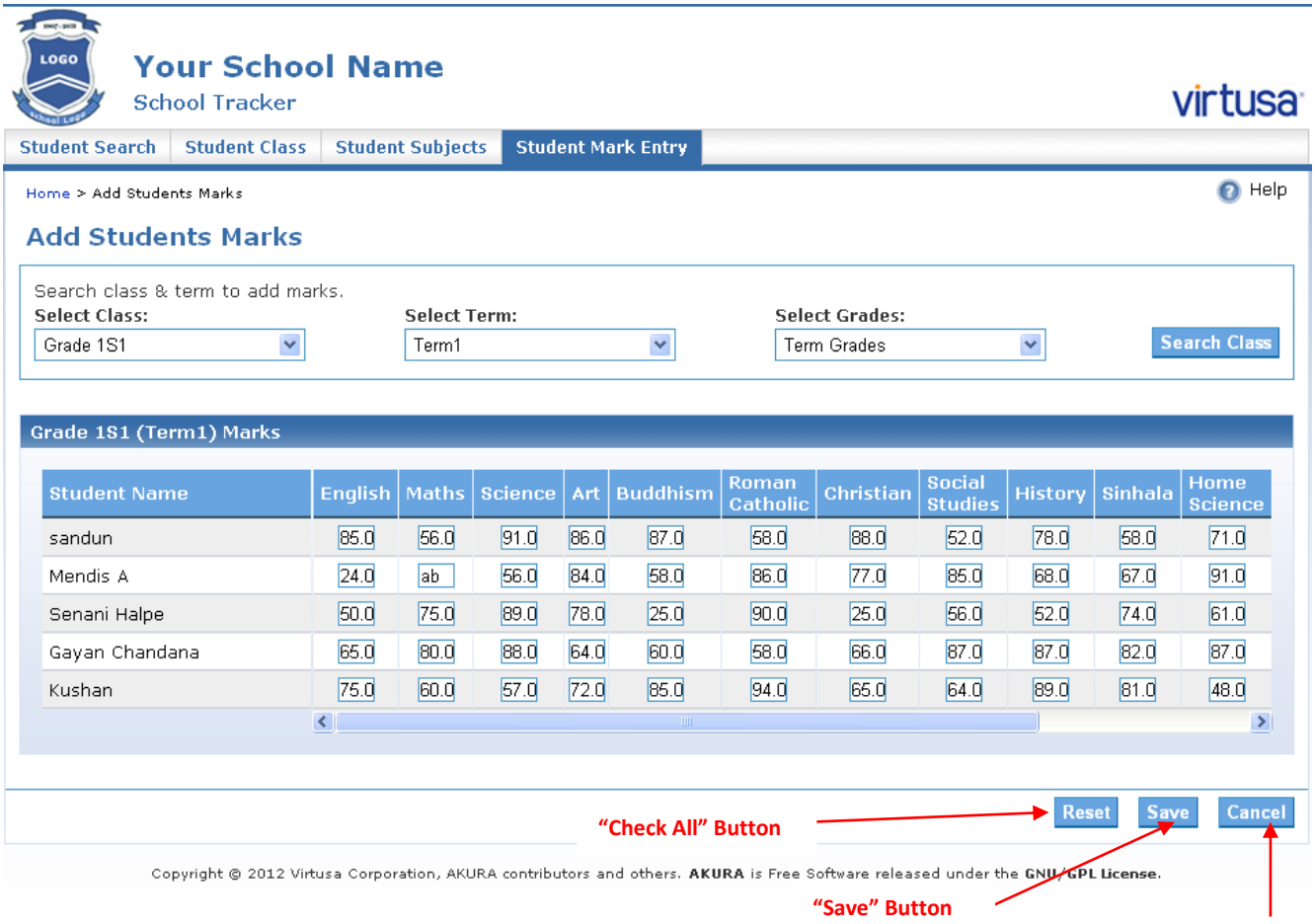
- Select the grade using "Select Class" drop down.
- Select the year using the "Select Year" drop down.
- Click the "Search Class" button.
- Students and the subjects allocated for the selected grade will be shown in the table with the current subject allocations.

6.1.5.2 Assign subjects to students

- You can assign the subjects to students using the check boxes
- If you want to remove subject from student you can remove tick.
- If you want to assign all the subjects for all the students you can use "Check All "button
- Click on "Save" button.
- Click on "Cancel" to cancel the process.

6.1.6 Student Mark Entry

Using this page you can enter marks for the student.


Your School Name
School Tracker
virtusa
Student Search
Student Class
Student Subjects
Student Mark Entry
Home > Add Students Marks
Help
Add Students Marks
Search class & term to add marks.
Select Class:
Grade 1S1
Select Term:
Term1
Select Grades:
Term Grades
Search Class
Grade 1S1 (Term1) Marks
Student Name | English | Maths | Science | Art | Buddhism | Roman Catholic | Christian | Social Studies | History | Sinhala | Home Science
sandun | 85.0 | 56.0 | 91.0 | 86.0 | 87.0 | 58.0 | 88.0 | 52.0 | 78.0 | 58.0 | 71.0
Mendis A | 24.0 | ab | 56.0 | 84.0 | 58.0 | 86.0 | 77.0 | 85.0 | 68.0 | 67.0 | 91.0
Senani Halpe | 50.0 | 75.0 | 89.0 | 78.0 | 25.0 | 90.0 | 25.0 | 56.0 | 52.0 | 74.0 | 61.0
Gayan Chandana | 65.0 | 80.0 | 88.0 | 64.0 | 60.0 | 58.0 | 66.0 | 87.0 | 87.0 | 82.0 | 87.0
Kushan | 75.0 | 60.0 | 57.0 | 72.0 | 85.0 | 94.0 | 65.0 | 64.0 | 89.0 | 81.0 | 48.0
Reset
Save
Cancel
"Check All" Button
"Save" Button
"Cancel" Button
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6.1.7 Search Class

- Select the class.
- Select the term.
- Select the "Monthly Grades" or "Term Grades".
- Click on "Search Class".
- Students and the subjects allocated for the Students will be shown in the Bottom of the page.

6.1.7.1 Add marks for students

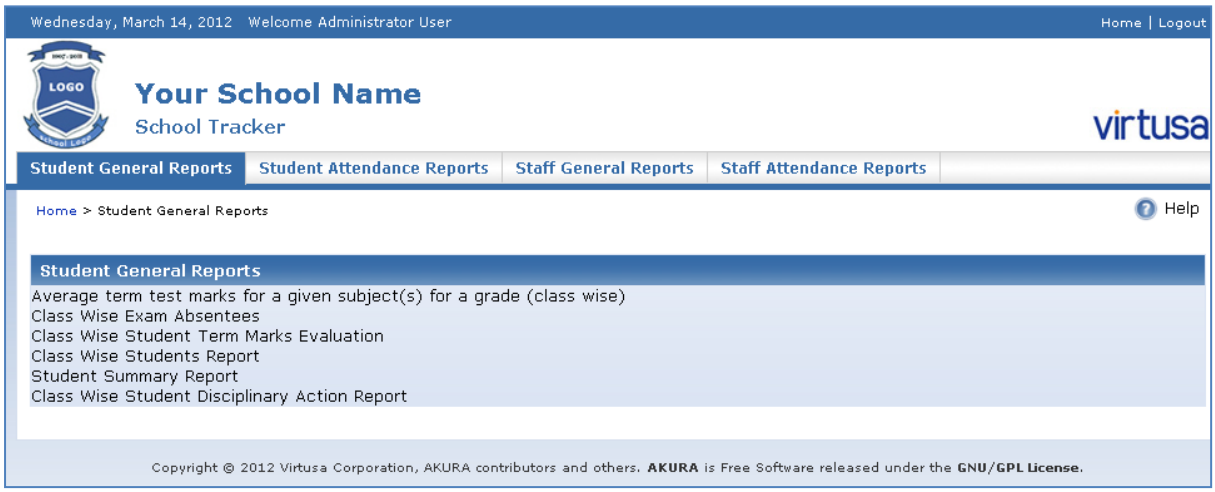
- Select the class.
- Select the term.
- Select the "Monthly Grades" or "Term Grades".
- Click on "Search Class".
- Enter the marks in the boxes for the relevant student.
- Click on "Save" button.
- Click on "Reset" button to load the last saved page.
- Click on "Cancel" to cancel the process.

7 Reporting Module

The Reporting Module provides facilities to generate various statistical and analytical reports related to Students and Teacher's attendance, academic reports, etc. This module is divided into 3 sections based on the report content.

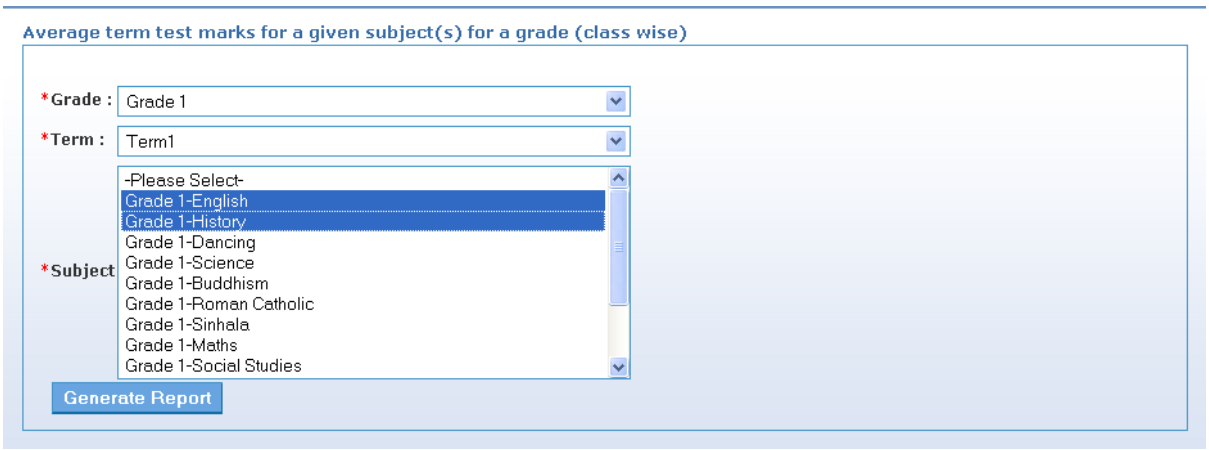
7.1.1 General reports

Using this page you can view the Student general reports

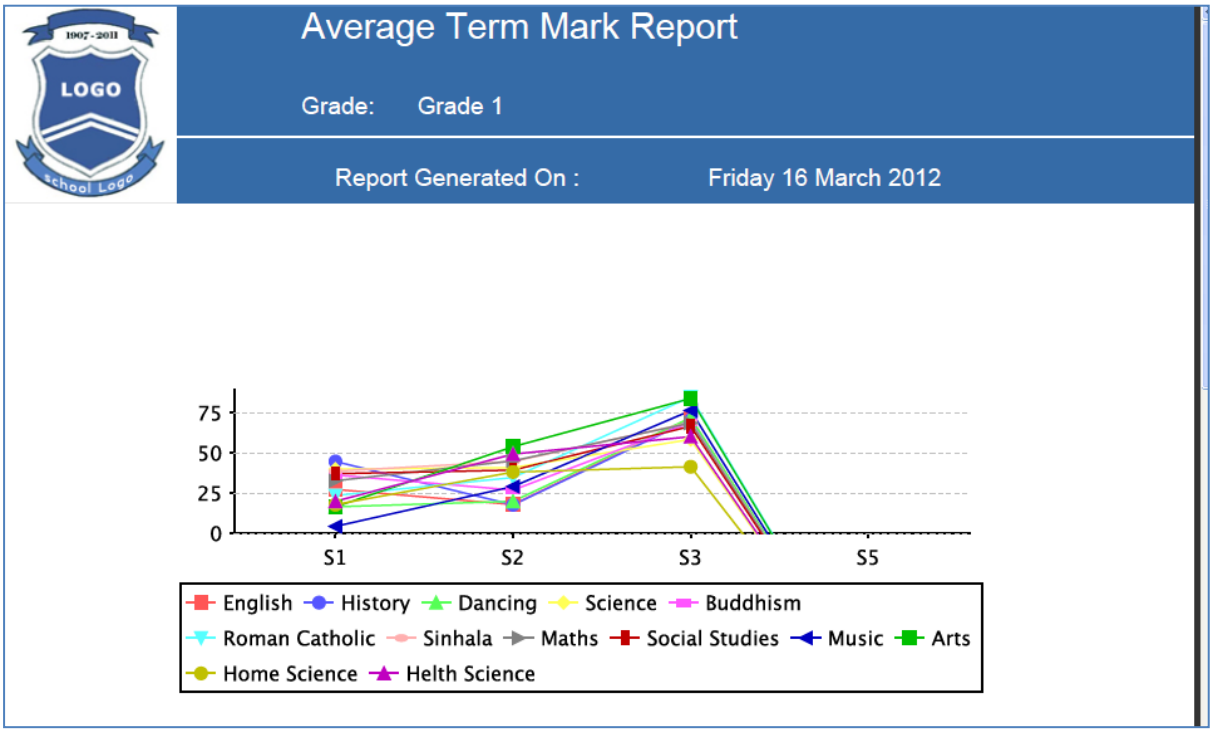

Wednesday, March 14, 2012 Welcome Administrator User
Home | Logout
LOGO
Your School Name
School Tracker
virtusa
Student General Reports
Student Attendance Reports
Staff General Reports
Staff Attendance Reports
Home > Student General Reports
Help
Student General Reports
Average term test marks for a given subject(s) for a grade (class wise)
Class Wise Exam Absentees
Class Wise Student Term Marks Evaluation
Class Wise Students Report
Student Summary Report
Class Wise Student Disciplinary Action Report
Copyright © 2012 Virtusa Corporation, AKURA contributors and others. AKURA is Free Software released under the GNU/GPL License.

7.1.1.1 Average term test marks for a given subject(s) for a grade (class wise)

- Select Grade
- Select Term
- Select Subjects
- Click on Generate Report button

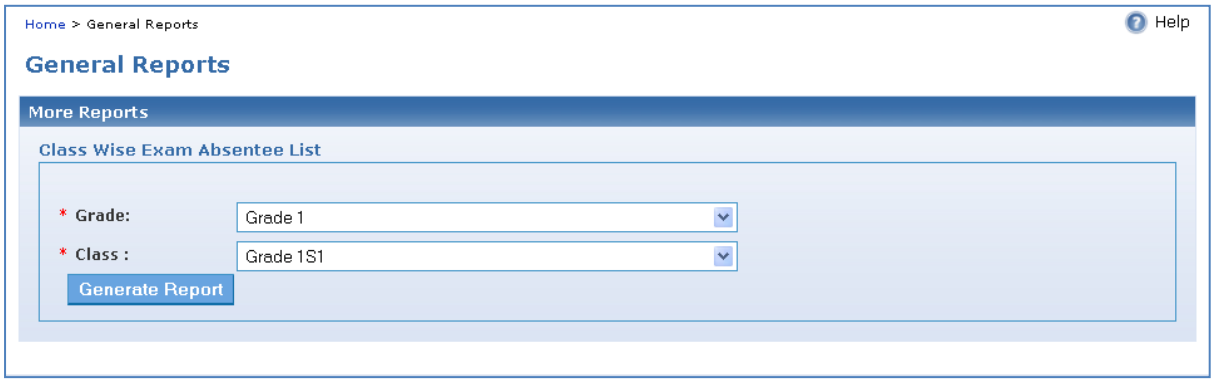


You can view the students report for the average term test marks for the selected subjects of the selected grade and the selected term.

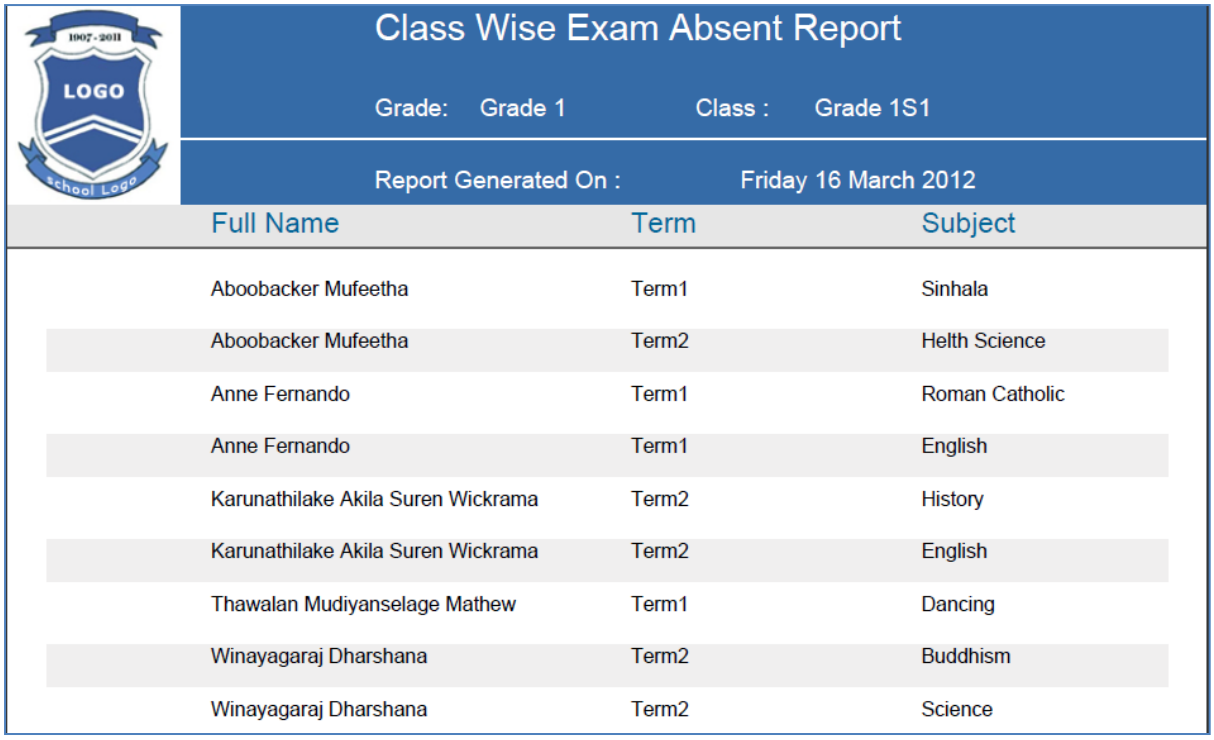


7.1.1.2 Class Wise Exam Absentees

- Select Grade
- Select Class
- Click on Generate Report button

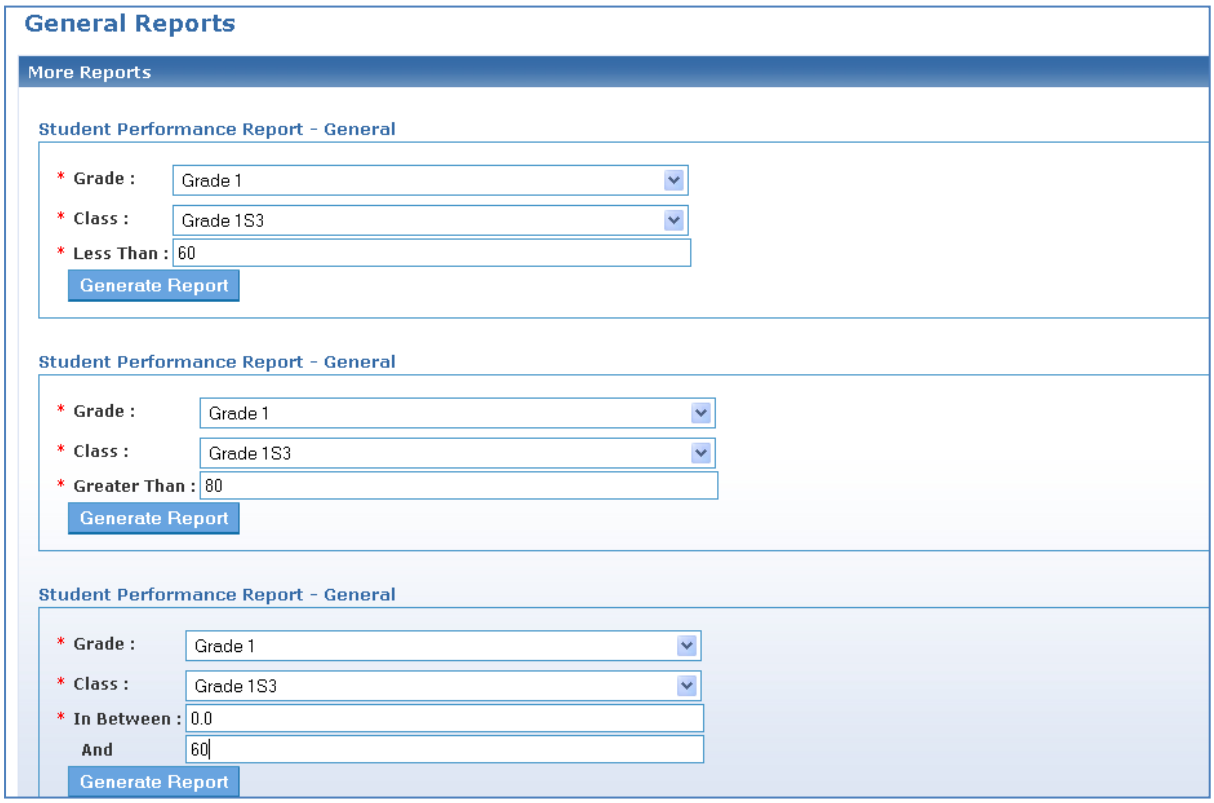


You can view the exam absentees list of the selected class for the current year

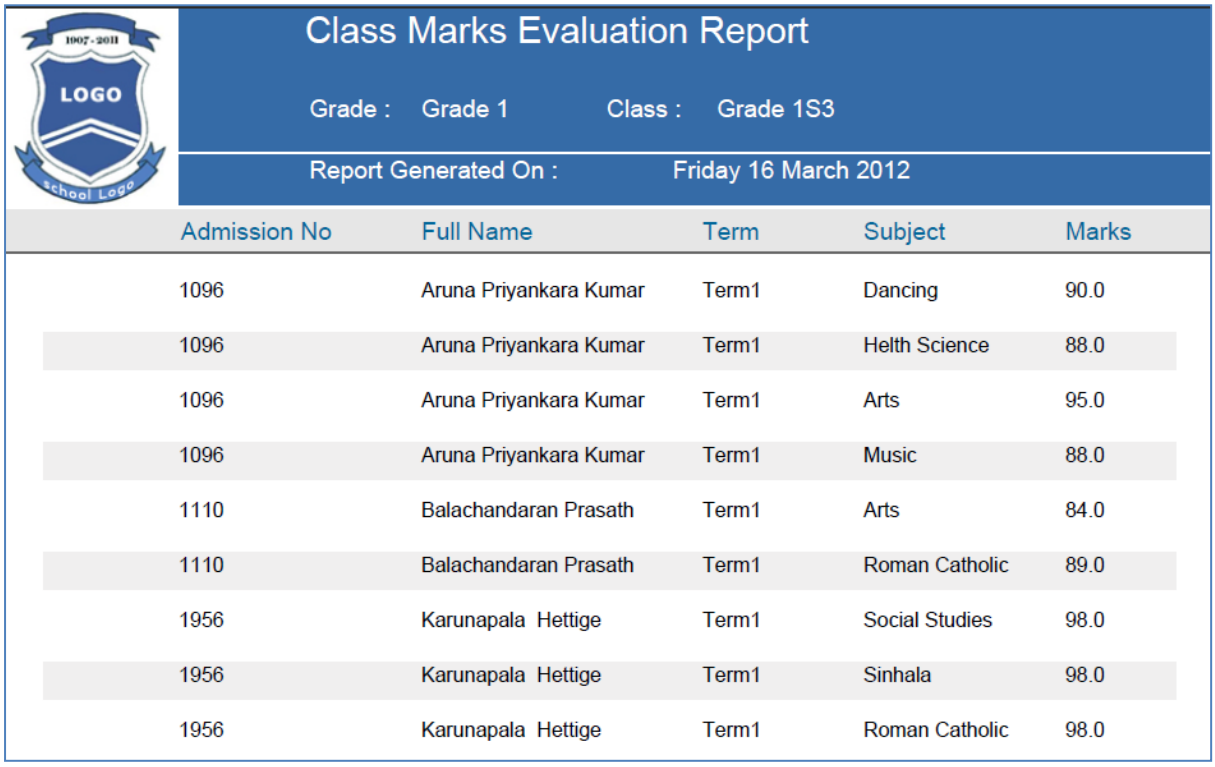


7.1.1.3 Class Wise Student Term Marks Evaluation

- Select Grade
- Select Class
- Enter Less than/Greater than/In between values
- Click on Generate Report button


General Reports
More Reports
Student Performance Report - General
* Grade : Grade 1
* Class : Grade 1S3
* Less Than : 60
Generate Report
Student Performance Report - General
* Grade : Grade 1
* Class : Grade 1S3
* Greater Than : 80
Generate Report
Student Performance Report - General
* Grade : Grade 1
* Class : Grade 1S3
* In Between : 0.0
And 60
Generate Report

You can view the student performance report of the selected criteria

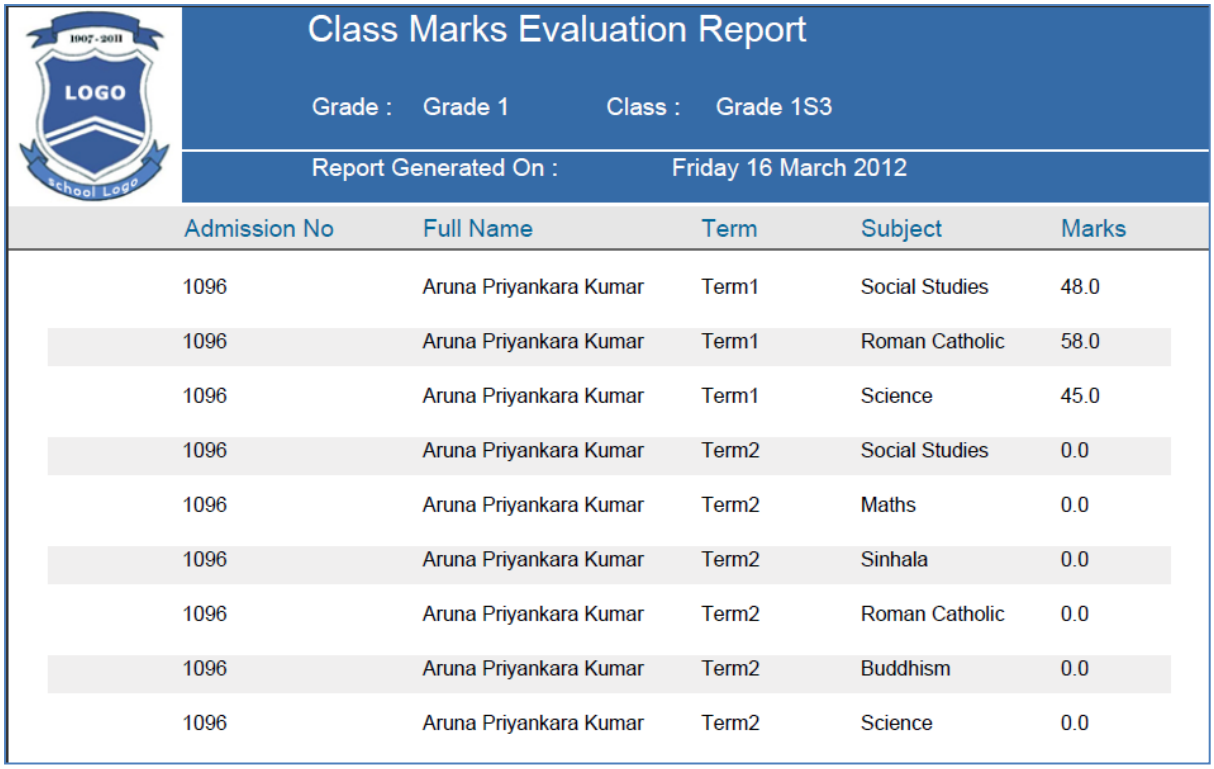


Class Marks Evaluation Report

Grade : Grade 1 Class : Grade 1S3

Report Generated On : Friday 16 March 2012

Admission No	Full Name	Term	Subject	Marks
1096	Aruna Priyankara Kumar	Term1	Dancing	90.0
1096	Aruna Priyankara Kumar	Term1	Helth Science	88.0
1096	Aruna Priyankara Kumar	Term1	Arts	95.0
1096	Aruna Priyankara Kumar	Term1	Music	88.0
1110	Balachandaran Prasath	Term1	Arts	84.0
1110	Balachandaran Prasath	Term1	Roman Catholic	89.0
1956	Karunapala Hettige	Term1	Social Studies	98.0
1956	Karunapala Hettige	Term1	Sinhala	98.0
1956	Karunapala Hettige	Term1	Roman Catholic	98.0



Class Marks Evaluation Report

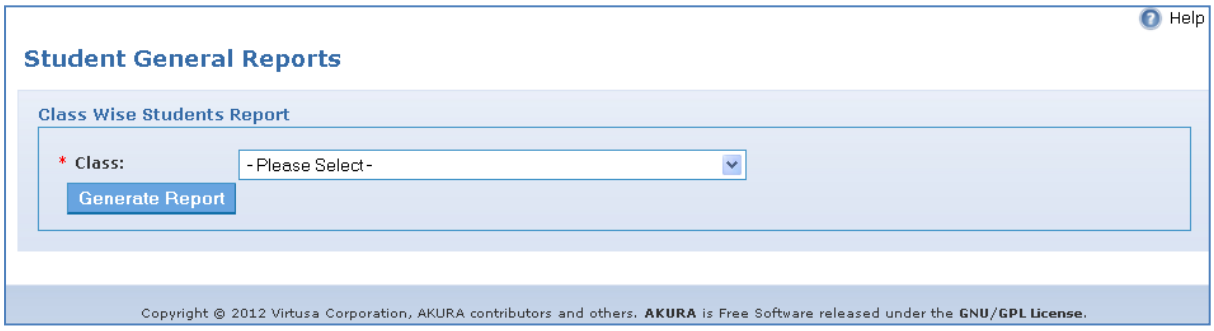
Grade : Grade 1 Class : Grade 1S3

Report Generated On : Friday 16 March 2012

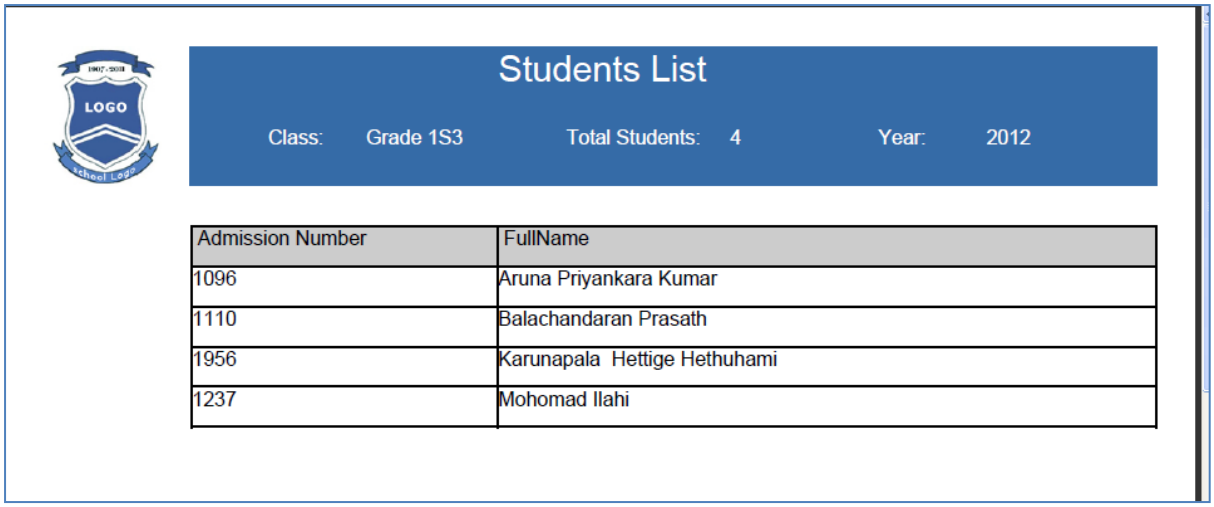
Admission No	Full Name	Term	Subject	Marks
1096	Aruna Priyankara Kumar	Term1	Social Studies	48.0
1096	Aruna Priyankara Kumar	Term1	Roman Catholic	58.0
1096	Aruna Priyankara Kumar	Term1	Science	45.0
1096	Aruna Priyankara Kumar	Term2	Social Studies	0.0
1096	Aruna Priyankara Kumar	Term2	Maths	0.0
1096	Aruna Priyankara Kumar	Term2	Sinhala	0.0
1096	Aruna Priyankara Kumar	Term2	Roman Catholic	0.0
1096	Aruna Priyankara Kumar	Term2	Buddhism	0.0
1096	Aruna Priyankara Kumar	Term2	Science	0.0

7.1.1.4 Class Wise Students Report

- Select Class
- Click on Generate Report button


Help
Student General Reports
Class Wise Students Report
* Class:
- Please Select -
Generate Report
Copyright © 2012 Virtusa Corporation, AKURA contributors and others. AKURA is Free Software released under the GNU/GPL License.

You can view the student list of the selected class



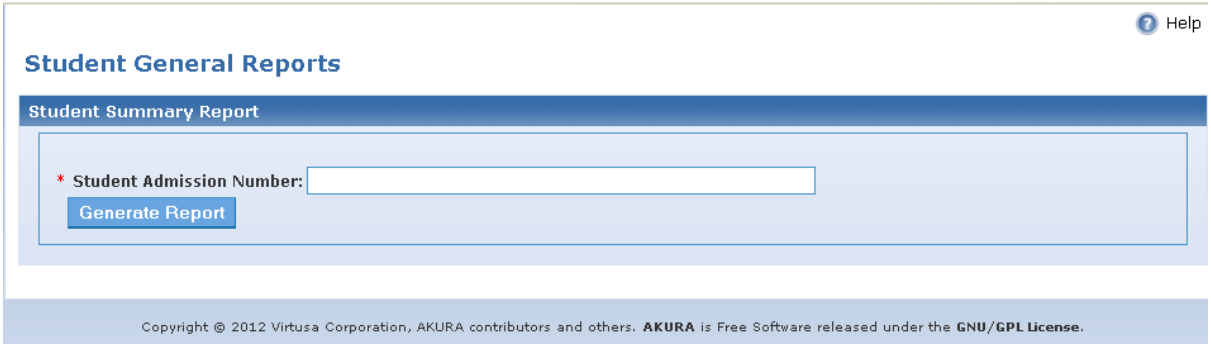
Students List

Class: Grade 1S3 Total Students: 4 Year: 2012

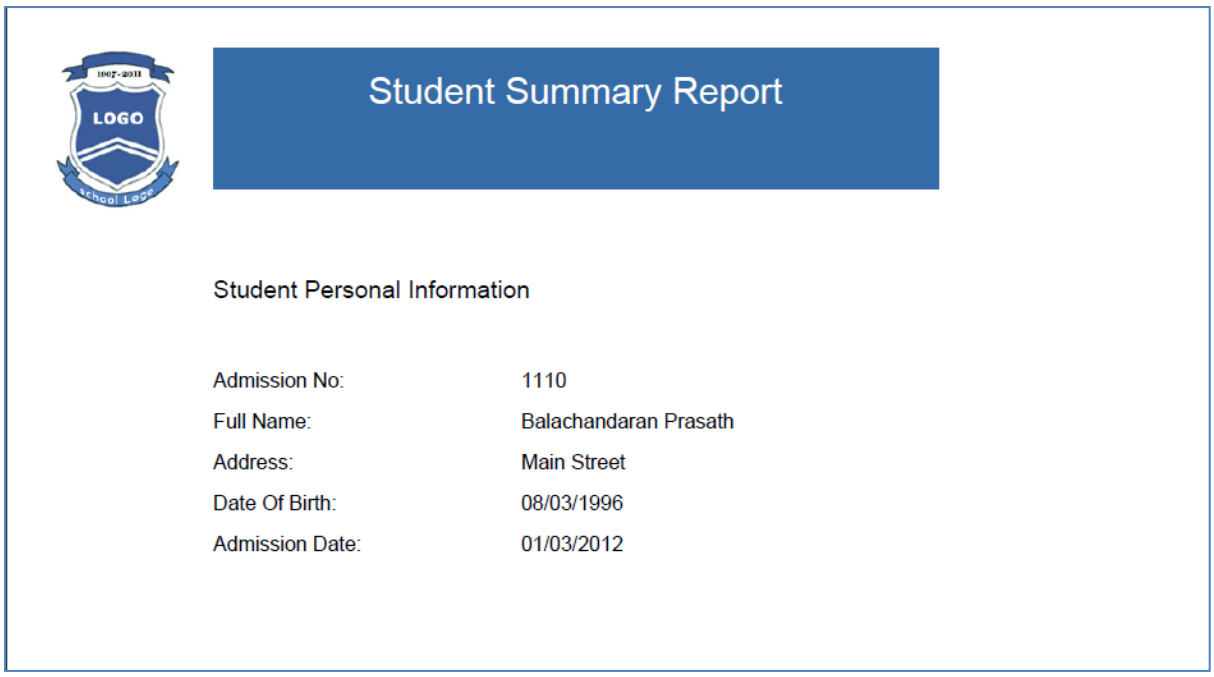
Admission Number	FullName
1096	Aruna Priyankara Kumar
1110	Balachandaran Prasath
1956	Karunapala Hettige Hethuhami
1237	Mohomad Ilahi

7.1.1.5 Student Summary Report

- Select Student admission number
- Click on Generate Report button

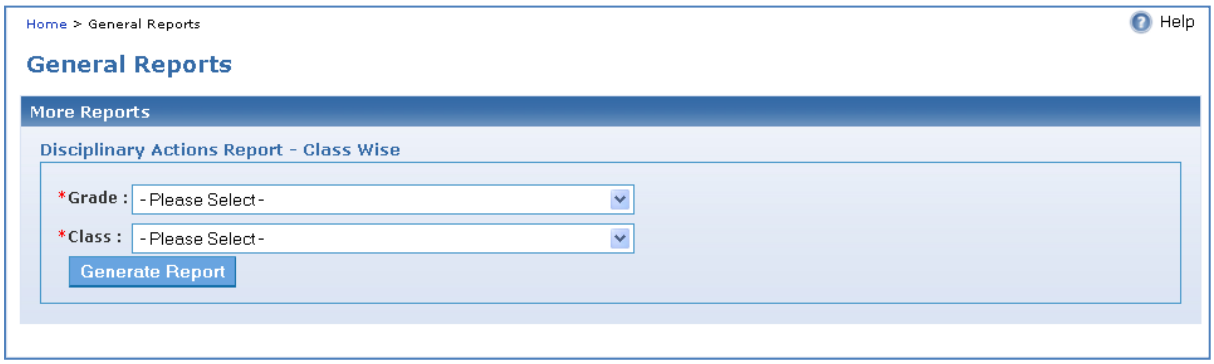

Help
Student General Reports
Student Summary Report
* Student Admission Number:
Generate Report
Copyright © 2012 Virtusa Corporation, AKURA contributors and others. AKURA is Free Software released under the GNU/GPL License.

You can view the summary of the selected student.

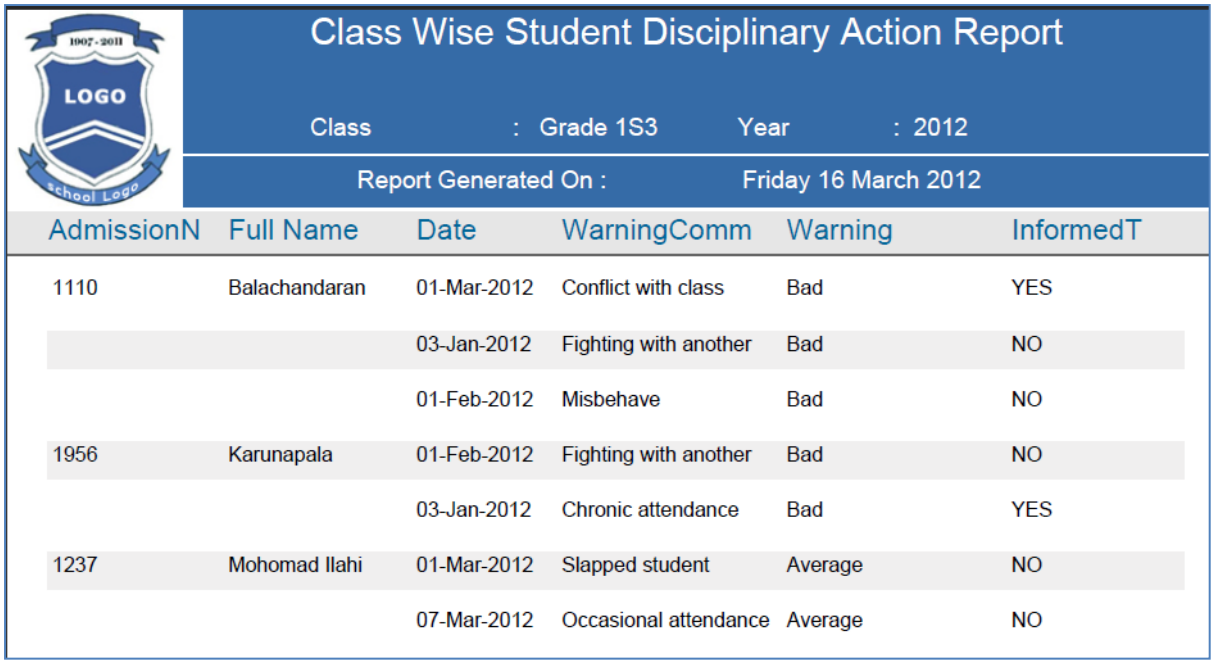


7.1.1.6 Class Wise Student Disciplinary Action Report

- Select Grade
- Select Class
- Click on Generate Report button



You can view Disciplinary Action for the student of the selected class.



Class Wise Student Disciplinary Action Report

Class : Grade 1S3 Year : 2012

Report Generated On : Friday 16 March 2012

AdmissionN	Full Name	Date	WarningComm	Warning	InformedT
1110	Balachandaran	01-Mar-2012	Conflict with class	Bad	YES
		03-Jan-2012	Fighting with another	Bad	NO
		01-Feb-2012	Misbehave	Bad	NO
1956	Karunapala	01-Feb-2012	Fighting with another	Bad	NO
		03-Jan-2012	Chronic attendance	Bad	YES
1237	Mohomad Ilahi	01-Mar-2012	Slapped student	Average	NO
		07-Mar-2012	Occasional attendance	Average	NO

7.1.2 Attendance reports

Using this page you can view the Student Attendance reports

Wednesday, March 14, 2012 Welcome Administrator User
Home | Log
Your School Name
School Tracker
virtus
Student General Reports
Student Attendance Reports
Staff General Reports
Staff Attendance Reports
Home > Student Attendance Reports
Student Attendance Reports
Generate Student Wise Attendance Report
Generate Per Day Class Wise Attendance Report
Generate Student Late Comers Attendees Report
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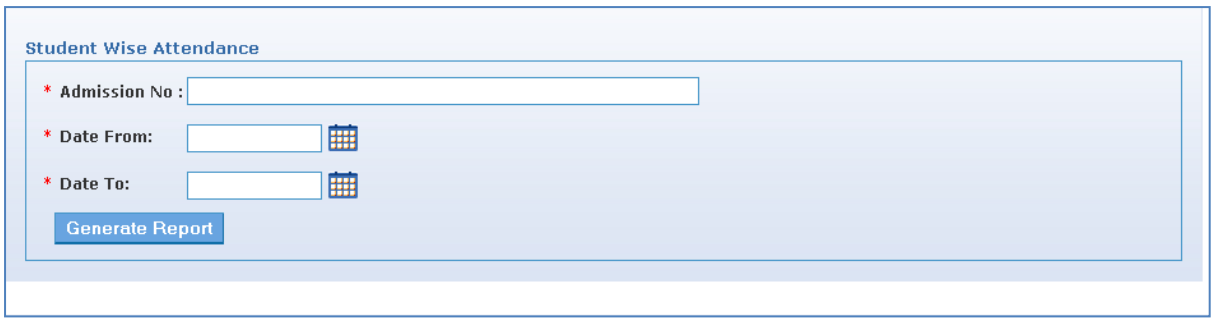
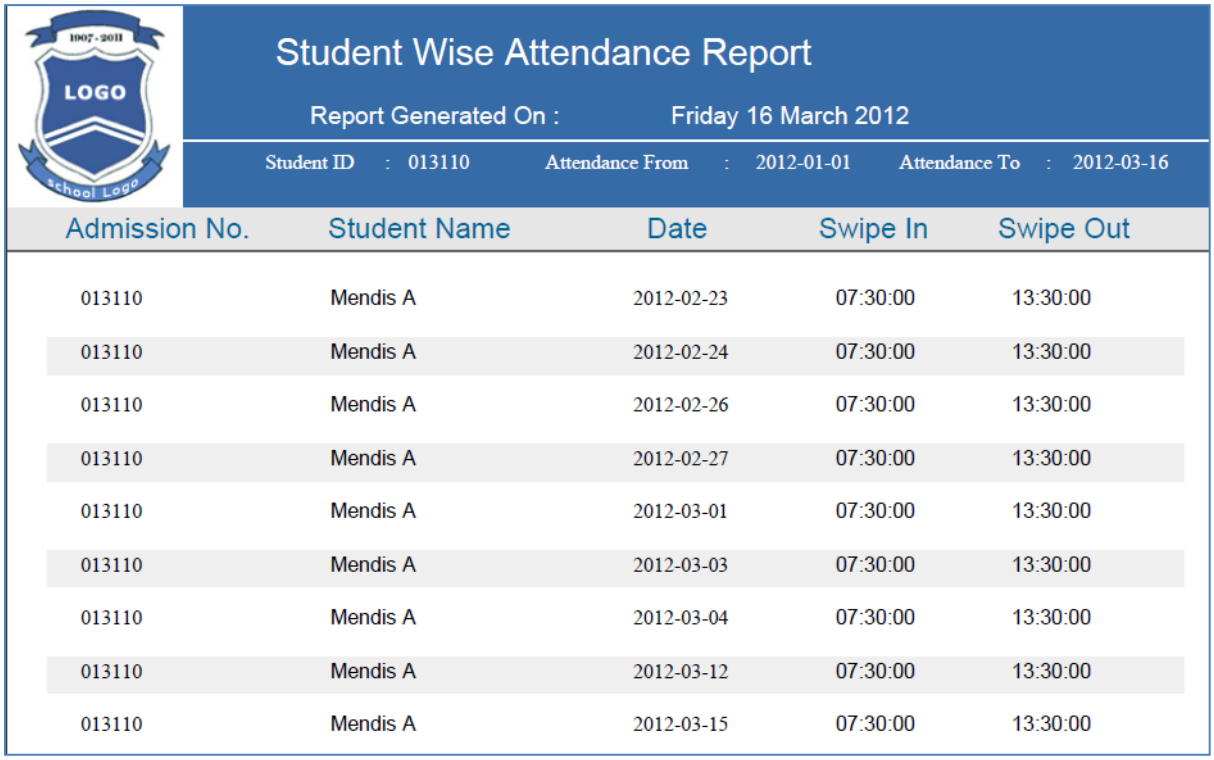
7.1.2.1 Student Wise Attendance Report

- Select Student admission number
- Select Date from and Date To
- Click on Generate Report button



You can view the Student wise attendance Report



Student Wise Attendance Report

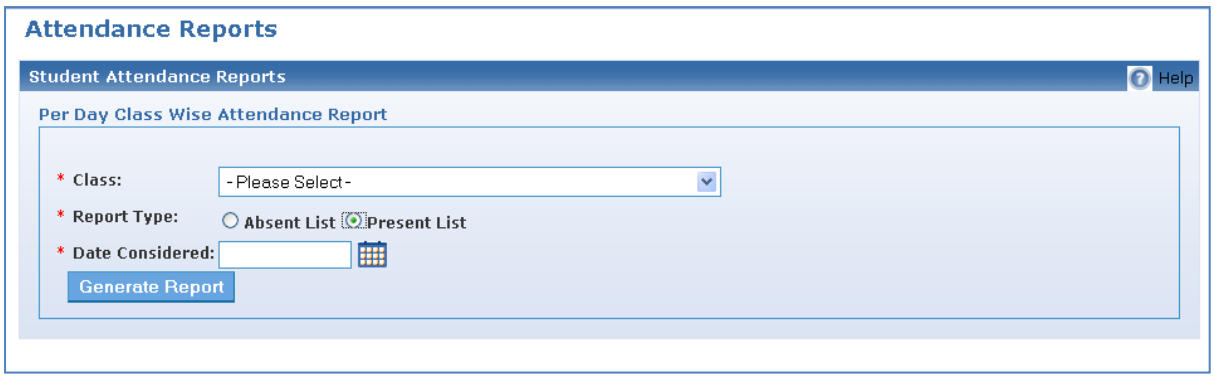
Report Generated On : Friday 16 March 2012

Student ID : 013110 Attendance From : 2012-01-01 Attendance To : 2012-03-16

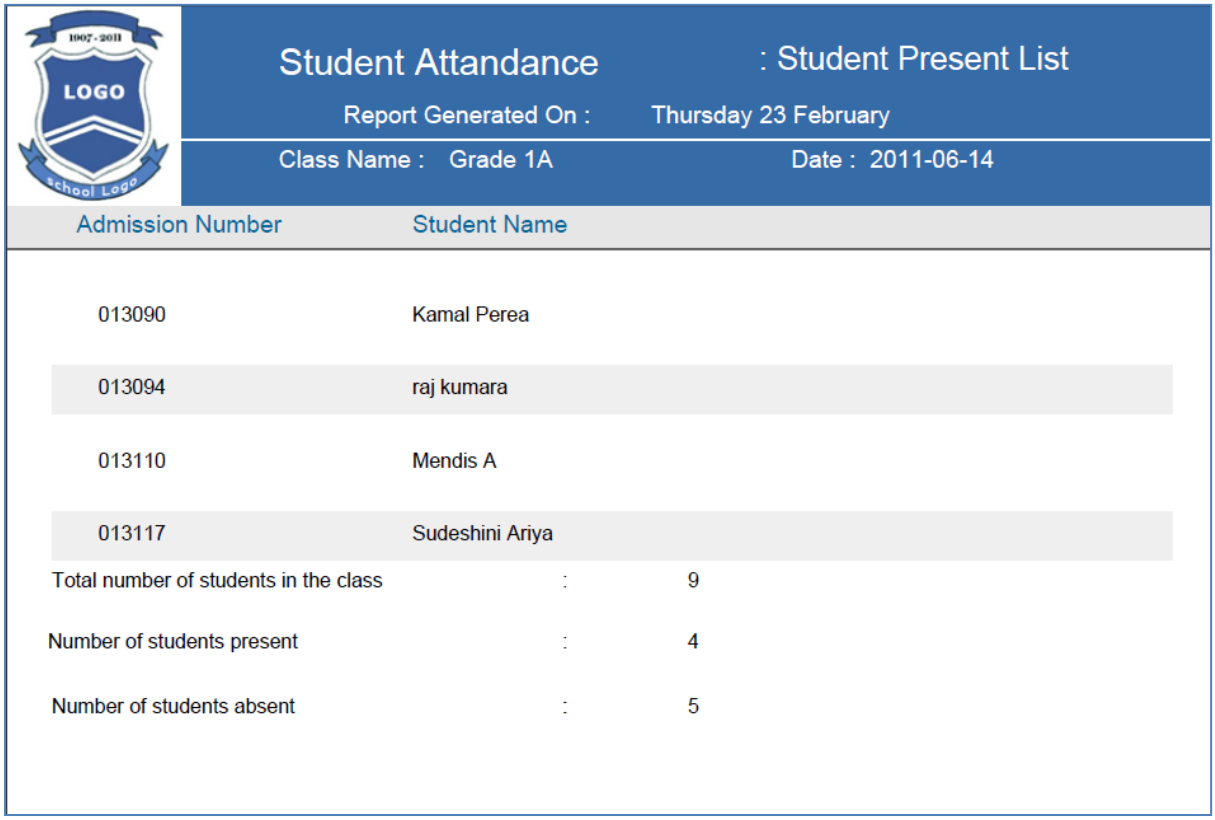
Admission No.	Student Name	Date	Swipe In	Swipe Out
013110	Mendis A	2012-02-23	07:30:00	13:30:00
013110	Mendis A	2012-02-24	07:30:00	13:30:00
013110	Mendis A	2012-02-26	07:30:00	13:30:00
013110	Mendis A	2012-02-27	07:30:00	13:30:00
013110	Mendis A	2012-03-01	07:30:00	13:30:00
013110	Mendis A	2012-03-03	07:30:00	13:30:00
013110	Mendis A	2012-03-04	07:30:00	13:30:00
013110	Mendis A	2012-03-12	07:30:00	13:30:00
013110	Mendis A	2012-03-15	07:30:00	13:30:00

7.1.2.2 Per Day Class Wise Attendance Report

- Select Class
- Select Report Type
- Select date Considered
- Click on Generate Report button

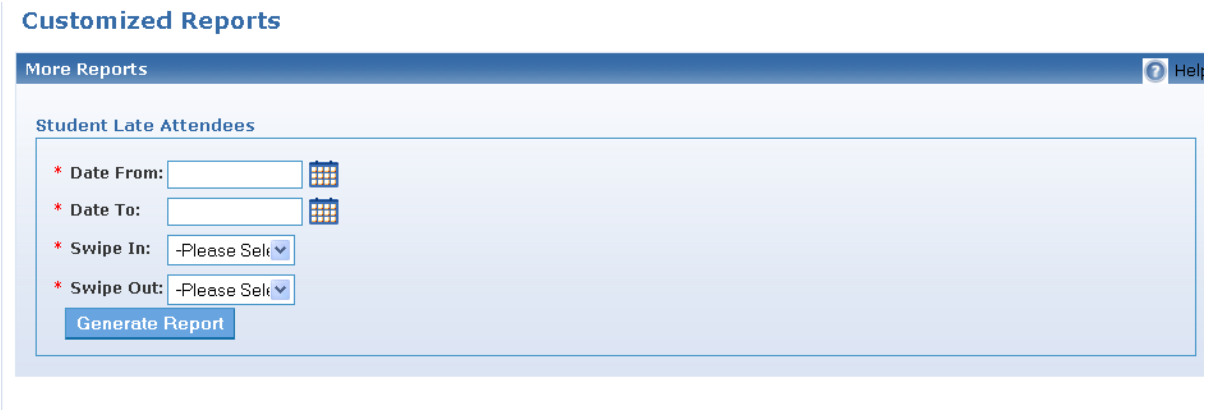


You can view the Class wise attendance Report

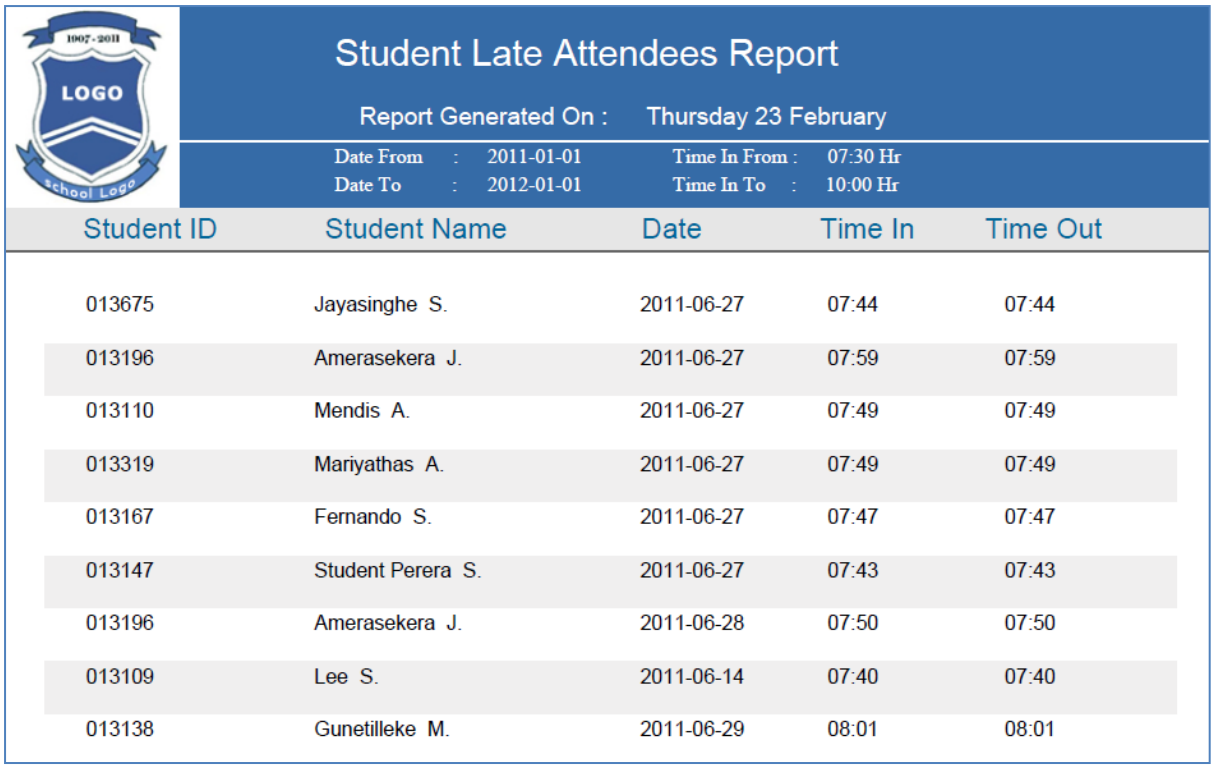


7.1.2.3 Student Late Comers Attendance Report

- Select Date from and Date To
- Select Swipe In and Swipe Out
- Click on Generate Report button



You can view the student late comer's attendance Report


LOGO
School Logo
Student Late Attendees Report
Report Generated On : Thursday 23 February
Date From : 2011-01-01
Date To : 2012-01-01
Time In From : 07:30 Hr
Time In To : 10:00 Hr

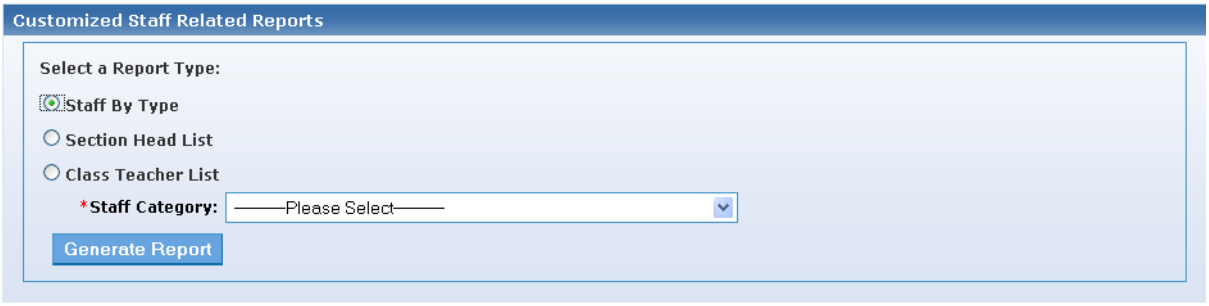
Student ID	Student Name	Date	Time In	Time Out
013675	Jayasinghe S.	2011-06-27	07:44	07:44
013196	Amerasekera J.	2011-06-27	07:59	07:59
013110	Mendis A.	2011-06-27	07:49	07:49
013319	Mariyathas A.	2011-06-27	07:49	07:49
013167	Fernando S.	2011-06-27	07:47	07:47
013147	Student Perera S.	2011-06-27	07:43	07:43
013196	Amerasekera J.	2011-06-28	07:50	07:50
013109	Lee S.	2011-06-14	07:40	07:40
013138	Gunetilleke M.	2011-06-29	08:01	08:01

7.1.3 Staff General Reports

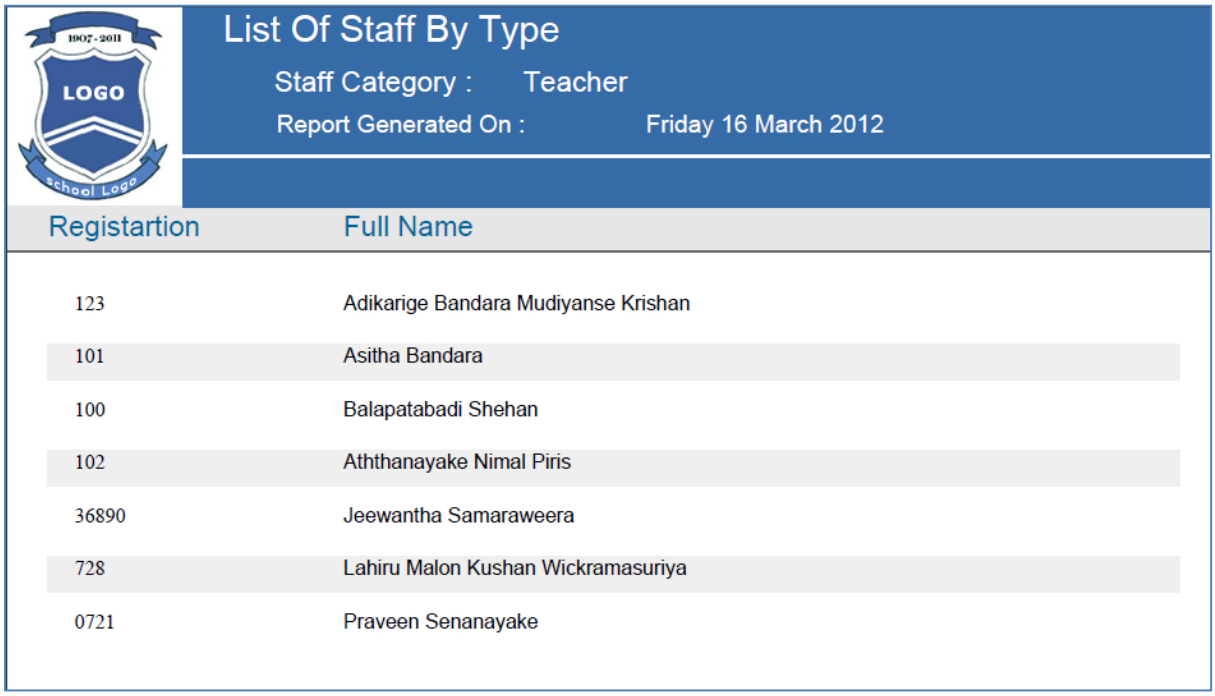
Using this page you can view the Staff General reports

7.1.3.1 Staff Related Report

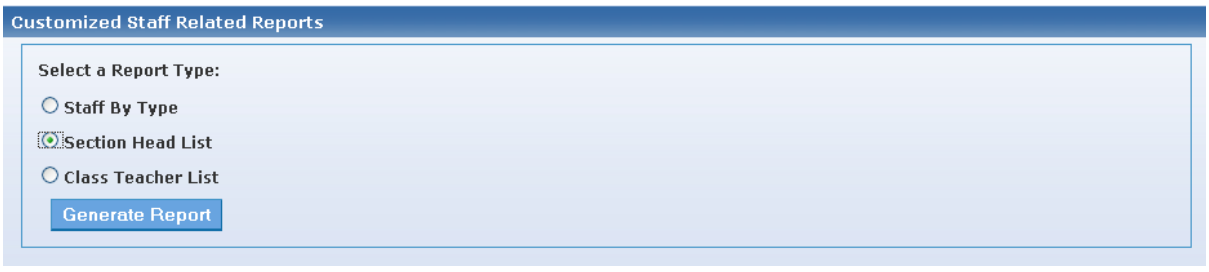
- Tick Staff By Type
- Select Staff Category
- Click on Generate Report button



You can view the List of Staff by type Report according to the selected staff category



- Tick Section Head List
- Click on Generate Report button

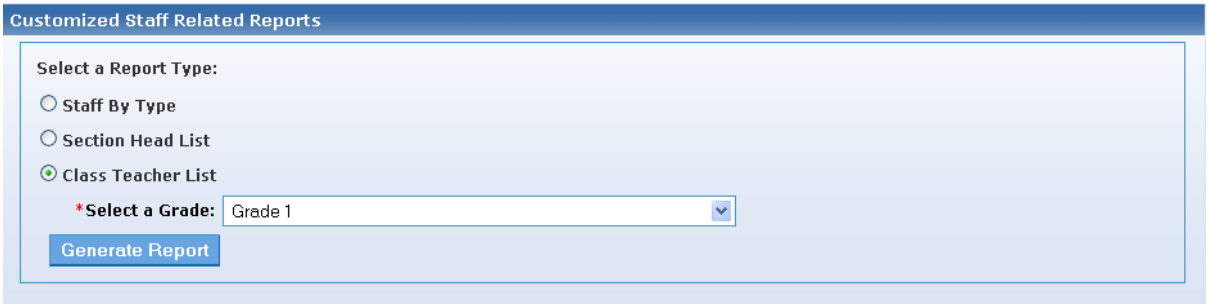


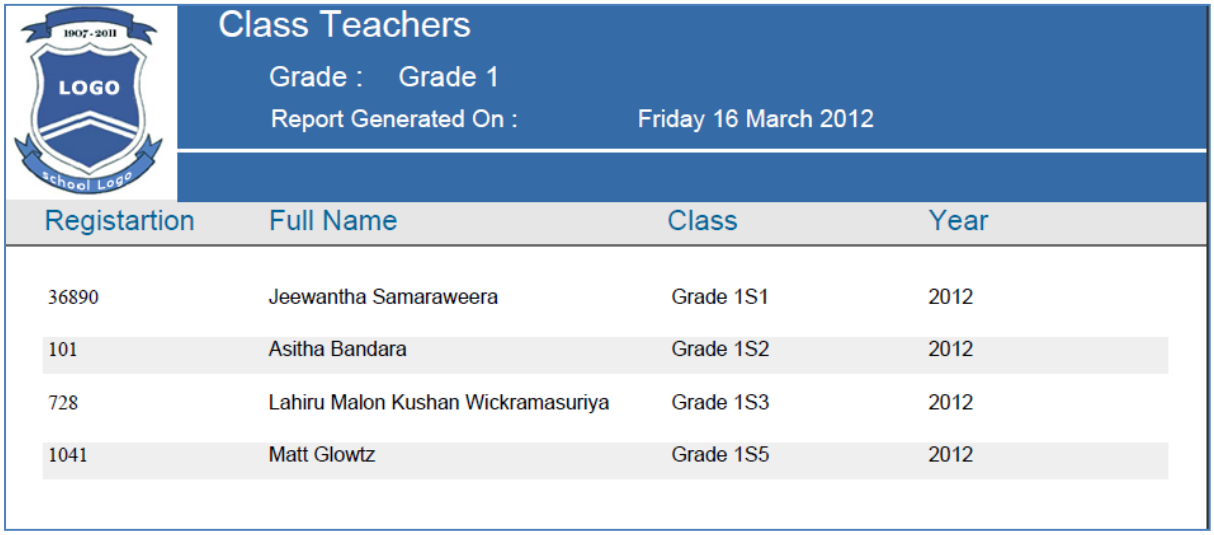
You can view the section Head list report

Sectional Heads
Report Generated On : Friday 16 March 2012
Registartion Full Name Section Start Date End Date
101 Asitha Bandara 2012-03-08 2012-03-31
100 Balapatabadi Shehan 2012-03-31 2012-11-20
123 Adikarige Bandara Mudiyanse Science 2012-03-06 2012-03-28
123 Adikarige Bandara Mudiyanse 2012-01-01 2012-12-31
102 Aththanayake Nimal Piris Maths 2012-01-01 2012-12-31

- Tick Class Teacher list
- Select a Grade
- Click on Generate Report button

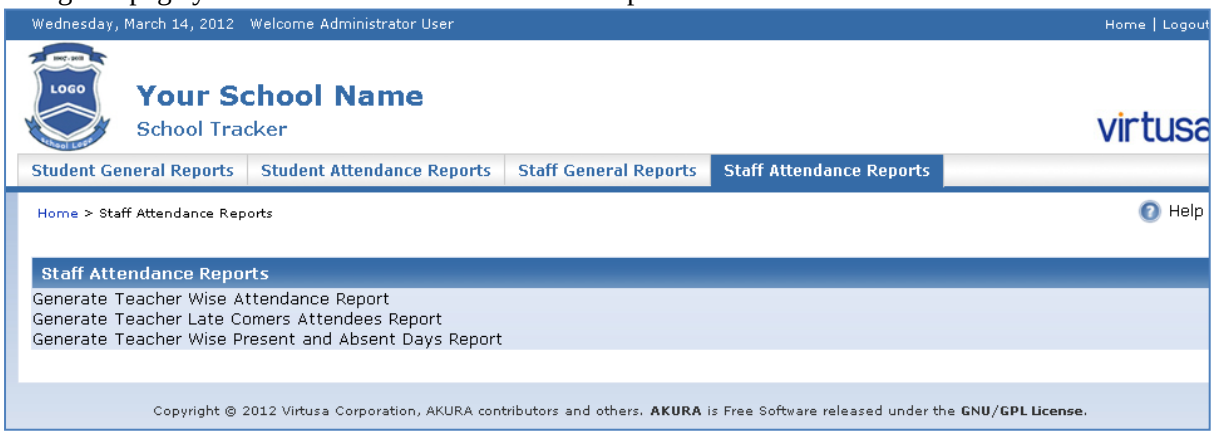
You can view the class teacher list report of the selected grade




Class Teachers
Grade : Grade 1
Report Generated On : Friday 16 March 2012
Registartion Full Name Class Year
36890 Jeewantha Samaraweera Grade 1S1 2012
101 Asitha Bandara Grade 1S2 2012
728 Lahiru Malon Kushan Wickramasuriya Grade 1S3 2012
1041 Matt Glowtz Grade 1S5 2012

7.1.4 Staff Attendance Reports

Using this page you can view the Staff Attendance reports


Wednesday, March 14, 2012 Welcome Administrator User
Home | Logout
LOGO
Your School Name
School Tracker
virtusa
Student General Reports
Student Attendance Reports
Staff General Reports
Staff Attendance Reports
Home > Staff Attendance Reports
Help
Staff Attendance Reports
Generate Teacher Wise Attendance Report
Generate Teacher Late Comers Attendees Report
Generate Teacher Wise Present and Absent Days Report
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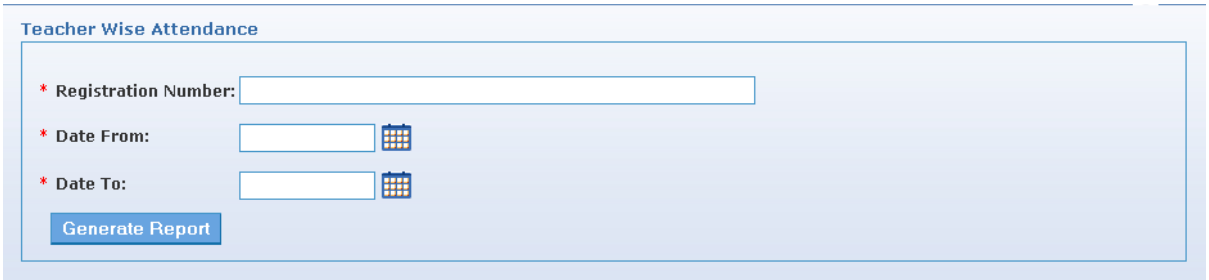
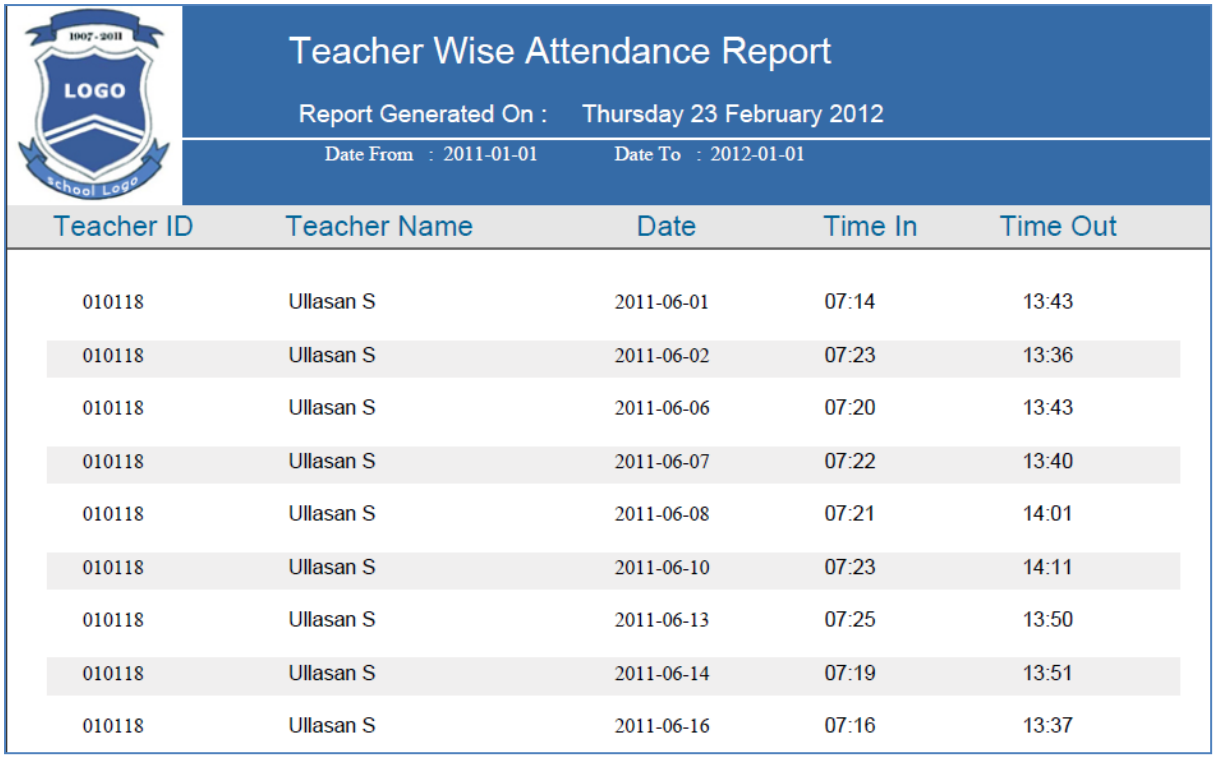
7.1.4.1 Teacher Wise Attendance Report

- Enter Registration number
- Select Date From and Date To
- Click on Generate Report button



You can view the Teacher wise attendance Report



Teacher Wise Attendance Report

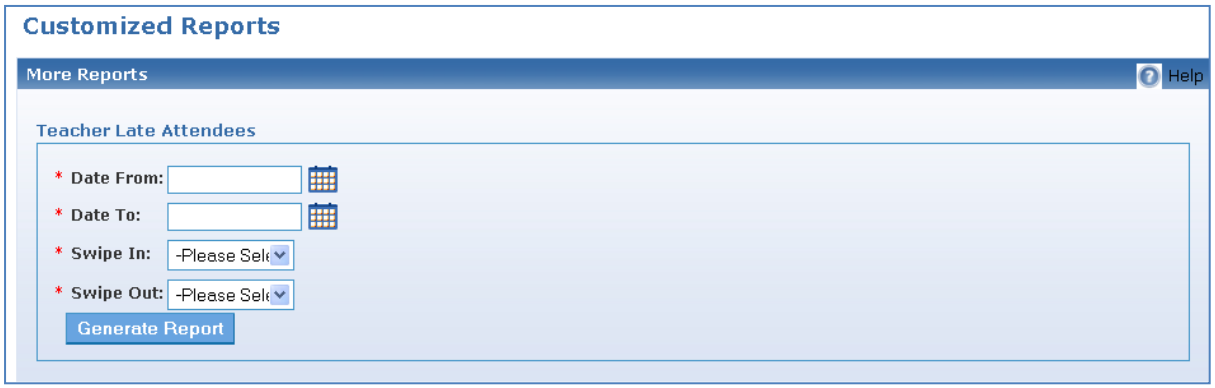
Report Generated On : Thursday 23 February 2012

Date From : 2011-01-01 Date To : 2012-01-01

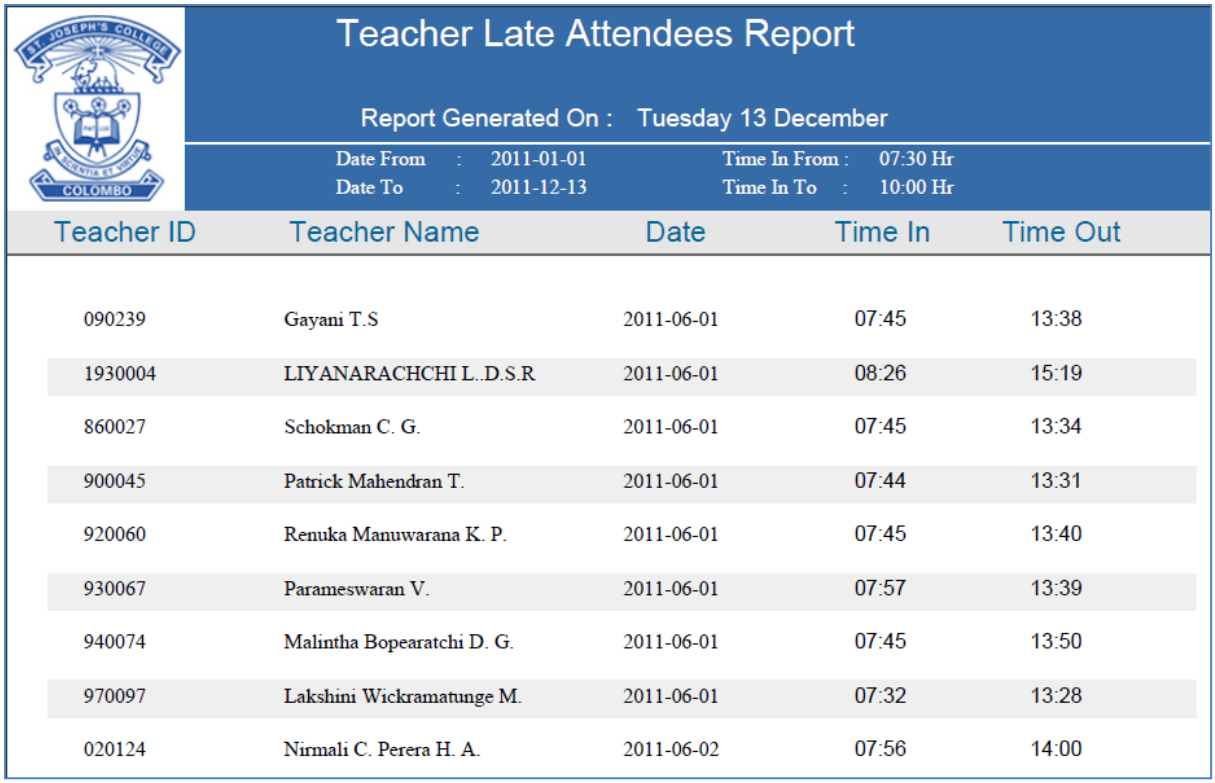
Teacher ID	Teacher Name	Date	Time In	Time Out
010118	Ullasan S	2011-06-01	07:14	13:43
010118	Ullasan S	2011-06-02	07:23	13:36
010118	Ullasan S	2011-06-06	07:20	13:43
010118	Ullasan S	2011-06-07	07:22	13:40
010118	Ullasan S	2011-06-08	07:21	14:01
010118	Ullasan S	2011-06-10	07:23	14:11
010118	Ullasan S	2011-06-13	07:25	13:50
010118	Ullasan S	2011-06-14	07:19	13:51
010118	Ullasan S	2011-06-16	07:16	13:37

7.1.4.2 Teacher Late Comers Attendance Report

- Select Date From and Date To
- Select Swipe In and Swipe Out
- Click on Generate Report button



You can view the Teacher Late attendance Report



Teacher Late Attendees Report

Report Generated On : Tuesday 13 December

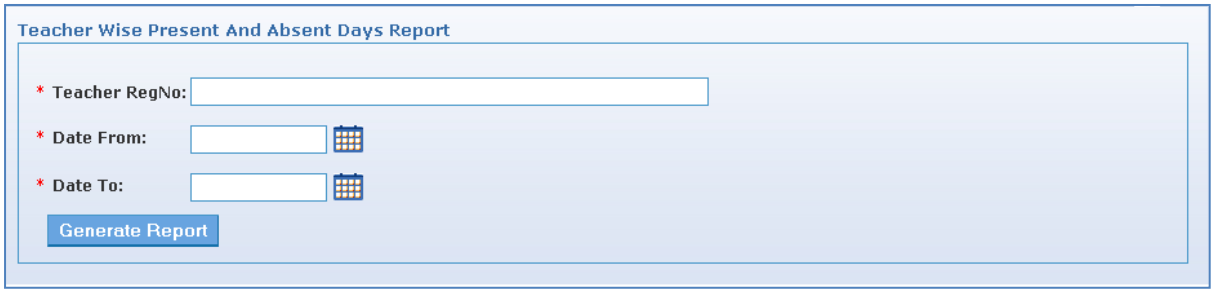
Date From : 2011-01-01 Time In From : 07:30 Hr

Date To : 2011-12-13 Time In To : 10:00 Hr

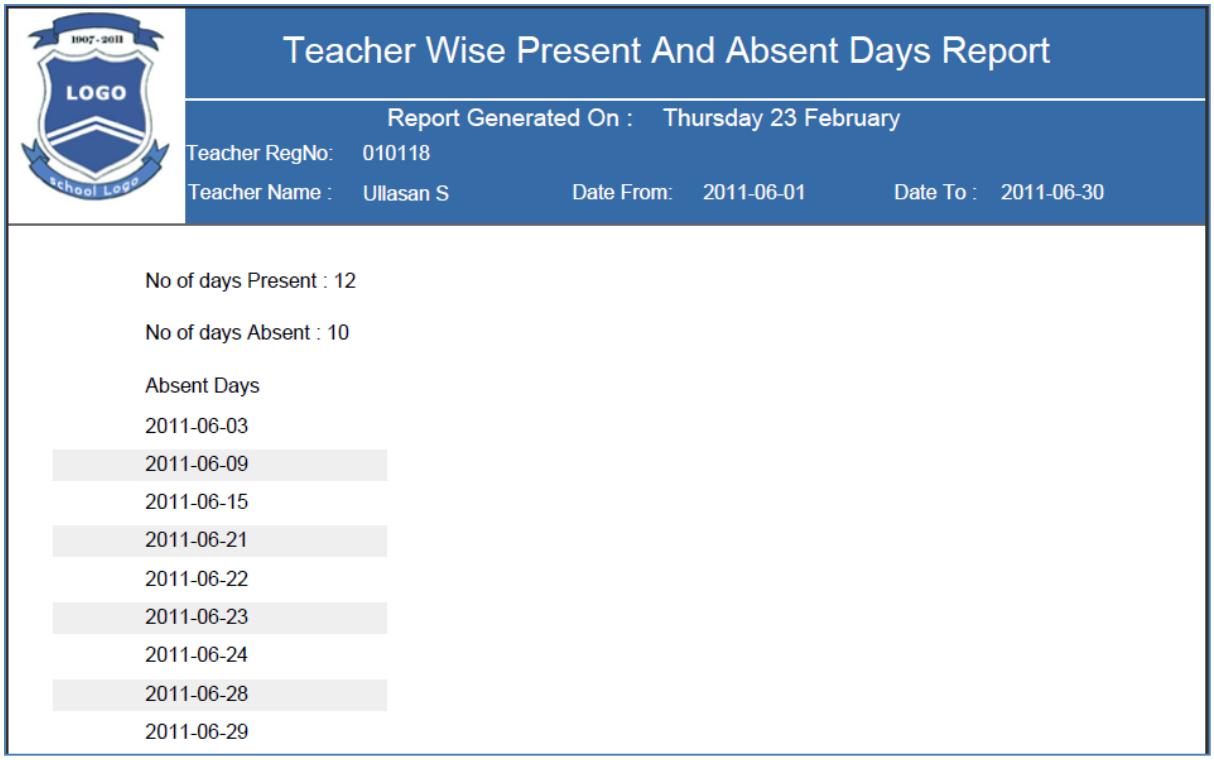
Teacher ID	Teacher Name	Date	Time In	Time Out
090239	Gayani T.S	2011-06-01	07:45	13:38
1930004	LIYANARACHCHI L..D.S.R	2011-06-01	08:26	15:19
860027	Schokman C. G.	2011-06-01	07:45	13:34
900045	Patrick Mahendran T.	2011-06-01	07:44	13:31
920060	Renuka Manuwarana K. P.	2011-06-01	07:45	13:40
930067	Parameswaran V.	2011-06-01	07:57	13:39
940074	Malintha Bopearatchi D. G.	2011-06-01	07:45	13:50
970097	Lakshini Wickramatunge M.	2011-06-01	07:32	13:28
020124	Nirmali C. Perera H. A.	2011-06-02	07:56	14:00

7.1.4.3 Teacher Wise Present and Absent Report

- Select Teacher RegNo
- Select Date from and Date to
- Click on Generate Report button



You can view the Teacher wise present and absent Report


1997 - 2011
LOGO
school Logo
Teacher Wise Present And Absent Days Report
Report Generated On : Thursday 23 February
Teacher RegNo: 010118
Teacher Name : Ullasan S
Date From: 2011-06-01
Date To : 2011-06-30
No of days Present : 12
No of days Absent : 10
Absent Days
2011-06-03
2011-06-09
2011-06-15
2011-06-21
2011-06-22
2011-06-23
2011-06-24
2011-06-28
2011-06-29